

AGENDA
REGULAR MEETING OF COUNCIL
November 18, 2019
6:00 PM

1. ROLL CALL
2. READING OF MINUTES
3. REPORTS & COMMUNICATIONS FROM MAYOR & HEADS OF DEPARTMENTS AND INTERESTED PARTIES AND CITY CLERK'S NOTES
 - 3.A MINUTES OF THE SCRANTON REDEVELOPMENT AUTHORITY MEETING HELD OCTOBER 16, 2019.

[Scranton Redevelopment Authority Minutes 10-16-19.pdf](#)
 - 3.B TAX ASSESSOR'S RESULTS REPORTS FOR HEARING DATES HELD OCTOBER 30 AND NOVEMBER 6, 2019.

[Tax Assessor's Results Reports for 10-30-19 & 11-06-19.pdf](#)
 - 3.C MINUTES OF THE CIVIL SERVICE COMMISSION MEETING HELD SEPTEMBER 19, 2019.

[Civil Service Commission Meeting Minutes 9-19-19.pdf](#)
 - 3.D CHECK RECEIVED FROM COMCAST IN THE AMOUNT OF \$252,825.42 FOR QUARTERLY FRANCHISE FEE.

[Check received from Comcast for 3rd Qtr 2019 Franchise Fee 11-7-19.pdf](#)
 - 3.E MINUTES OF THE ETHICS BOARD REGULAR MEETING HELD OCTOBER 24, 2019.

[Ethics Board Minutes 10-24-19.pdf](#)

- 3.F MINUTES OF THE REGULAR MEETING OF THE MEMBERS OF SCRANTON HOUSING AUTHORITY HELD OCTOBER 7, 2019.

[Scranton Housing Authority Meeting Minutes 10-7-19.pdf](#)

- 3.G AGENDA FOR THE BOARD OF ZONING APPEALS MEETING HELD NOVEMBER 13, 2019.

[Zoning Board Meeting Agenda 11-13-19.pdf](#)

- 3.H SINGLE TAX OFFICE FINANCIAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 2017.

[Single Tax Office Financial Statements for 12-31-17.pdf](#)

4. CITIZENS PARTICIPATION

5. INTRODUCTION OF ORDINANCES, RESOLUTIONS, APPOINTMENT AND/OR RE-APPOINTMENTS TO BOARDS & COMMISSIONS MOTIONS & REPORTS OF COMMITTEES

5.A Motions

- 5.B FOR INTRODUCTION – AN ORDINANCE – APPROPRIATING FUNDS FOR THE EXPENSES OF THE CITY GOVERNMENT FOR THE PERIOD COMMENCING ON THE FIRST DAY OF JANUARY, 2020 TO AND INCLUDING DECEMBER 31, 2020 BY THE ADOPTION OF THE GENERAL CITY OPERATING BUDGET FOR THE YEAR 2020.

[Ordinance-2019 Operating Budget 2020.pdf](#)

- 5.C FOR INTRODUCTION – A RESOLUTION – RE-APPOINTMENT OF KATHERINE J. GILMARTIN, 1525 CAPOUSE AVENUE, SCRANTON, PENNSYLVANIA, 18509 AS A MEMBER OF THE HISTORICAL ARCHITECTURE REVIEW BOARD. KATHERINE GILMARTIN’S TERM ON THE HISTORICAL ARCHITECTURE REVIEW BOARD EXPIRED ON OCTOBER 11, 2017 AND WAS HELD OVER

UNTIL OCTOBER 9, 2019. HER NEW TERM WILL EXPIRE ON OCTOBER 11, 2022.

[Resolution-2019 Re-Appt. Katherine Gilmartin to HARB.pdf](#)

- 5.D FOR INTRODUCTION – A RESOLUTION – RE-APPOINTMENT OF NELL O’BOYLE, 603 ARTHUR AVENUE, SCRANTON, PENNSYLVANIA, 18510 AS A MEMBER OF THE HISTORICAL ARCHITECTURE REVIEW BOARD. NELL O’BOYLE’S TERM ON THE HISTORICAL ARCHITECTURE REVIEW BOARD EXPIRED ON OCTOBER 11, 2019. HER NEW TERM WILL EXPIRE ON OCTOBER 11, 2024.

[Resolution-2019 Re-Appt. Nell O'Boyle to HARB.pdf](#)

- 5.E FOR INTRODUCTION – A RESOLUTION – APPOINTMENT OF WALTER BARRON, 1016 LUKE AVENUE, SCRANTON, PENNSYLVANIA 18510 AS A MEMBER OF THE HUMAN RELATIONS COMMISSION FOR A FIVE (5) YEAR TERM. WALTER BARRON WILL BE REPLACING STEPHANIE BRESSLER WHOSE TERM EXPIRED SEPTEMBER 23, 2018 AND WAS HELD OVER UNTIL AUGUST 27, 2019. WALTER BARRON’S TERM IS EFFECTIVE OCTOBER 11, 2019 AND WILL EXPIRE ON OCTOBER 11, 2024.

[Resolution-2019 Appt. Walter Barron to Human Relations Commission.pdf](#)

- 5.F FOR INTRODUCTION – A RESOLUTION – RE-APPOINTMENT OF AJA E. WENTUM, 711 HARRISON AVENUE, SCRANTON, PENNSYLVANIA, 18510 AS A MEMBER OF THE HUMAN RELATIONS COMMISSION FOR AN ADDITIONAL FIVE (5) YEAR TERM EFFECTIVE OCTOBER 9, 2019. AJA WENTUM’S TERM EXPIRED ON AUGUST 24, 2018 AND WAS HELD OVER UNTIL OCTOBER 9, 2019. HIS NEW TERM WILL EXPIRE ON AUGUST 24, 2023.

[Resolution-2019 Re-Appt. Aja Wentum to Human Relations Commission.pdf](#)

- 5.G FOR INTRODUCTION – A RESOLUTION – APPOINTMENT OF JOHN J. HARRINGTON, JR., 102 LILAC LANE, SCRANTON, PENNSYLVANIA, 18505, AS A MEMBER OF THE SCRANTON PARKING AUTHORITY EFFECTIVE OCTOBER 1, 2019. JOHN J. HARRINGTON, JR. WILL REPLACE SANTA (SANDY) CORBY WHO RESIGNED EFFECTIVE JULY 4, 2019. JOHN J. HARRINGTON, JR. WILL FULFILL THE UNEXPIRED TERM OF SANTA (SANDY) CORBY WHOSE TERM IS SCHEDULED TO EXPIRE ON JUNE 1, 2022.

[Resolution-2019 Appt. John Harrington to Scranton Parking](#)

[Authority.pdf](#)

- 5.H FOR INTRODUCTION – A RESOLUTION – APPOINTMENT OF THOMAS TANSITS, 17 TERRACE DRIVE, SCRANTON, PENNSYLVANIA, 18505, AS A MEMBER OF THE SCRANTON PARKING AUTHORITY EFFECTIVE OCTOBER 11, 2019. THOMAS TANSITS WILL REPLACE THOMAS BORTHWICK WHO RESIGNED EFFECTIVE MARCH 16, 2019. THOMAS TANSITS WILL FULFILL THE UNEXPIRED TERM OF THOMAS BORTHWICK WHOSE TERM IS SCHEDULED TO EXPIRE ON JUNE 1, 2021.

[Resolution-2019 Appt. Thomas Tansits to Scranton Parking Authority.pdf](#)

- 5.I FOR INTRODUCTION – A RESOLUTION – APPOINTMENT OF TODD POUSLEY, 1137 RUNDLE STREET, SCRANTON, PENNSYLVANIA, 18504 AS A MEMBER OF THE PLANNING COMMISSION FOR THE CITY OF SCRANTON EFFECTIVE OCTOBER 11, 2019 FOR A FOUR (4) YEAR TERM. TODD POUSLEY WILL BE REPLACING MARTIN TURI WHOSE TERM EXPIRED DECEMBER 31, 2018. TODD POUSLEY’S TERM WILL EXPIRE ON DECEMBER 31, 2022.

[Resolution-2019 Appt. Todd Pousley to City Planning Commission.pdf](#)

- 5.J FOR INTRODUCTION – A RESOLUTION – APPOINTMENT OF MICHAEL S. CUMMINGS, CFMP, 809 CROWN AVENUE, SCRANTON, PENNSYLVANIA, 18505 AS A MEMBER OF THE BOARD OF THE SCRANTON REDEVELOPMENT AUTHORITY FOR A FIVE (5) YEAR TERM EFFECTIVE OCTOBER 1, 2019. MICHAEL CUMMINGS WILL BE REPLACING JOSEPH HEALEY WHOSE TERM EXPIRED MARCH 19, 2019. MICHAEL CUMMINGS TERM WILL EXPIRE OCTOBER 1, 2024.

[Resolution-2019 Appt. Michael Cummings to Redevelopment Authority.pdf](#)

- 5.K FOR INTRODUCTION – A RESOLUTION – AUTHORIZING THE MAYOR AND OTHER APPROPRIATE CITY OFFICIALS TO EXECUTE AND ENTER INTO A CONTRACT BETWEEN THE CITY OF SCRANTON AND MORETTI CPA TO PERFORM THE CITY OF SCRANTON GAS CARD AUDIT SERVICES FOR ALL GAS CARD ACTIVITY FROM APRIL 2016 THROUGH MARCH 2019.

[Resolution-2019 Contract Gas Card Audit Services.pdf](#)

6. CONSIDERATION OF ORDINANCES - READING BY TITLE

- 6.A READING BY TITLE - FILE OF THE COUNCIL NO. 76, 2019 - AN ORDINANCE - AMENDING FILE OF THE COUNCIL NO. 45, 1996, AS AMENDED BY FILE OF THE COUNCIL NO. 110, 2005 UPDATING THE LIST OF HISTORIC PROPERTIES IN THE CITY OF SCRANTON, BY CREATING "THE LOCAL DOWNTOWN HISTORIC DISTRICT" TO EXPAND THE LIST OF HISTORIC PROPERTIES TO INCLUDE ALL BUILDINGS LOCATED WITHIN THE CENTRAL BUSINESS DISTRICT AND AMENDING THE PROCESS FOR LEGISLATIVE REVIEW OF RECOMMENDATIONS MADE BY THE HISTORICAL ARCHITECTURE REVIEW BOARD.

[Ordinance-2019 Creating Local Downtown Historic District.pdf](#)

- 6.B READING BY TITLE - FILE OF THE COUNCIL NO. 77, 2019 - REGULATING THE OPERATION OF BYOB CLUBS, PROHIBITING THE BUSINESS OF BYOB CLUBS BETWEEN THE HOURS OF 2:00 A.M. AND 8:00 A.M., AND PROVIDING FOR ENFORCEMENT OF THESE PROVISIONS, INCLUDING PENALTIES FOR VIOLATIONS.

[Ordinance-2019 Regulating Operation of BYOB Clubs.pdf](#)

7. FINAL READING OF RESOLUTIONS AND ORDINANCES

- 7.A FOR CONSIDERATION BY THE COMMITTEE ON RULES - FOR ADOPTION - RESOLUTION NO. 181, 2019 - RE-APPOINTMENT OF THOMAS J. MCLANE, 601 STAFFORD AVENUE, SCRANTON, PENNSYLVANIA, 18505 AS A MEMBER OF THE SHADE TREE COMMISSION FOR AN ADDITIONAL FIVE (5) YEAR TERM. MR. MCLANE'S CURRENT TERM EXPIRES ON OCTOBER 29, 2019 AND HIS NEW TERM WILL EXPIRE ON OCTOBER 29, 2024.

[Resolution-2019 Re-appt. Tom McLane to Shade Tree Commission.pdf](#)

- 7.B FOR CONSIDERATION BY THE COMMITTEE ON RULES - FOR ADOPTION - RESOLUTION NO. 182, 2019 - RE-APPOINTMENT OF TERENCE V. GALLAGHER, ESQUIRE, 1320 ORAM STREET, SCRANTON, PENNSYLVANIA, 18504, AS A MEMBER OF THE BOARD OF THE SCRANTON HOUSING AUTHORITY FOR A TERM OF FIVE (5) YEARS. MR. GALLAGHER'S PRIOR

TERM EXPIRED ON SEPTEMBER 27, 2013 AND WAS HELD OVER UNTIL OCTOBER 16, 2019. HIS NEW TERM WILL EXPIRE ON SEPTEMBER 27, 2023.

[Resolution-2019 Re-Appt. Terrence Gallagher, Esq. to Scranton Housing Authority.pdf](#)

- 7.C FOR CONSIDERATION BY THE COMMITTEE ON COMMUNITY DEVELOPMENT - FOR ADOPTION – RESOLUTION NO. 183, 2019 – AUTHORIZING THE MAYOR AND OTHER APPROPRIATE CITY OFFICIALS TO EXECUTE AND ENTER INTO A CONTRACT WITH SPECK AND ASSOCIATES AND BARRY ISETT AND ASSOCIATES (SPECK/ISETT PARTNERSHIP) FOR THE CITY OF SCRANTON DOWNTOWN SCRANTON CONNECTIVITY PLAN.

[Resolution-2019 Contract with Speck Isett for Downtown Connectivity Plan.pdf](#)

8. ADJOURNMENT



City of Scranton

Scranton Redevelopment Authority

340 N. Washington Avenue

Scranton, PA 18503

SOLICITOR: Paul A. Kelly, Esquire

Chairman: Robert Timlin

Members of Authority: Mario Savinelli, Burt Schwartz, Gene Teserovich

Approved Minutes

Regular Meeting

Wednesday, October 16, 2019

12:15 P.M.

Olympus Digital Voice Recorder VN-7200, File A, Track 49
The monthly SRA meeting was rescheduled due to unavailability of members.

I. Roll call:

Present: Mr. Savinelli, Mr. Schwartz, Mr. Teserovich
Paul Kelly, Solicitor
Denise Nytech, SRA Coordinator

Solicitor: Paul Kelly

Absent: Mr. Timlin and Disha Patel

Due to the absence of Mr. Timlin, Solicitor Kelly recommended Mr. Teserovich serve as Acting Chairman.

- Mr. Savinelli made a motion to have Mr. Teserovich serve as Acting Chairman for today's meeting.
- Mr. Schwartz seconded.

Roll Call Vote

- o Mr. Savinelli....YES
- o Mr. Schwartz....YES
- o Mr. Teserovich....YES

II. Reading and approval of minutes:

September 2019 minutes approved:

- Mr. Savinelli made the motion to approve the minutes.
- Mr. Schwartz seconded.

Roll Call Vote

- Mr. Savinelli....YES
- Mr. Schwartz....YES
- Mr. Teserovich....YES

III. Bills and Communications:

Attorney Paul Kelly Legal Bills - \$845.50
 The Scranton Times Invoice for Ad \$86.90
 Murphy, Dougherty & Co. \$7,950.00

- Mr. Schwartz made the motion to approve the bills.
- Mr. Savinelli seconded.

Roll Call Vote

- Mr. Savinelli....YES
- Mr. Schwartz....YES
- Mr. Teserovich....YES

IV. Report of the Secretary:

Mr. Savinelli - No report/Mr. Savinelli not in attendance.

V. Reports of Committees:

Property Committee: No report at this time.

Audit Committee: No report at this time.

VI. Financial Statements:

Financial Statements –August 2019

September 2019's statements to defer so that the SRA can review them.

- Mr. Schwartz made the motion to approve Financial Statements.
- Mr. Teserovich seconded.

Roll Call Vote

- Mr. Savinelli....YES
- Mr. Schwartz....YES
- Mr. Teserovich....YES

VII. New Business/Unfinished Business:

- Mr. Dougherty presented the SRA Financial Statement from

December 31, 2018 to the Authority members for review. Murphy, Dougherty & Company is the Auditor's for the SRA. Mr. Dougherty came to present the 2018 Audit Report and to offer an opinion on the financial statements. He said the statements of the Authority and believe they are accurate, complete and in accordance with generally accepted accounting principles. – The Authority has the report for anyone who would like to review the report.

Solicitor Kelly said since this report the Lackawanna Avenue Project has been resolved and some of the monies held in restricted account for that project has been freed up. Mr. Dougherty said that will reflect in the 2019 report.

Another restricted account was the Franklin Avenue was resolved for about \$10,000.00 that has been freed up.

The Marywood project has been completed and paid out.

The board gave Atty. Kelly permission to bring Mr. Dougherty up to date with correspondence regarding the freed up monies from the Lackawanna Avenue, Franklin Avenue and Marywood projects.

- Atty. Moran spoke regarding May Brands (1230 Keyser Avenue) Convenient Food Marts – with Dunkin Donuts. There is a small pie shaped piece of land owned by the SRA that was conveyed to May Brand in the amount of \$750.00 for the land plus legal fees as well as recording fees \$693.50. A Cashier's check from Fidelity Bank check #259733 in the amount of \$1,443.50 was given to the Authority. Atty. Moran provided a letter from Penn DOT stating that SRA owns the property. A Quit Claim Deed was provided. Paul read Resolution #5 regarding the Quit Claim Deed.

-Mr. Schwartz made a motion to approve.

-Mr. Savinelli seconded.

Roll Call Vote

- Mr. Savinelli....YES
- Mr. Schwartz....YES
- Mr. Teserovich....YES

Atty. Kelly will hold the invoice so he can give Atty. Moran a copy as a receipt. Denise took the check to hold for Disha.

- Solicitor Kelly spoke regarding an email from Thom Welby from Representative Flynn's office regarding transformation of property located 800-900 block of N. Main Avenue into a dog park. A copy of the email along with drafts of the project were supplied to the board members of the SRA. This is in the infantile stages. Mr. Teserovich asked who's going to take care of the park once this project is completed. Mr. Teserovich also stated that the railroad uses this land to make roads to clean up when there is a train wreck near this site. The last one was about 5 or 6 years ago.

Public Comment from Jason Hurley stated that the sign stating "Welcome to West Scranton" sign would be visible as you are entering into North Scranton.

VIII. Adjournment:

Mr. Savinelli made the motion to adjourn.
Mr. Schwartz seconded.

Next meeting is scheduled for November 6, 2019 at 12:15pm

Roll Call Vote

- Mr. Savinelli....YES
- Mr. Schwartz....YES
- Mr. Teserovich....YES

TAX ASSESSOR'S REPORT

Hearing Date: 10/30/19

Time	Name	Boro/Twp.	Pin Number	Attorney	Proposed/Current Assessed Value
10:00 AM	EAVES MARIA	SCRANTON	13505040046	KEVIN SMITH	18000
10:10 AM	BOLAND DAVID&GALBRAITH PATRI	SCRANTON	14618030003		25000
10:20 AM	SYNERGETIC PROPERTIES LLC	SCRANTON	14518050008		12000
10:20 AM	HURLEY KEVIN J & JUDITH	SCRANTON	13419050007		11251
10:20 AM	BENDEX PROPERTIES LLC	SCRANTON	12413030037		15800
10:20 AM	KAJ REAL ESTATE LLC	SCRANTON	13411020053		7350
10:40 AM	DUNAY MARTIN J & CATHERINE M	GLENBURN	08904010010	CARL POVEROMO	26500
10:50 AM	AMEIKA LEONARD & STEPHANIE	JEFFERSON TWP	1490205000158		55000
11:00 AM	WASHO JASON C & AMY	OLD FORGE	1750302000558		47500
11:10 AM	MARTINI PAUL & LINDA G	MADISON	1820401000909	DONNA DEVITA	23000
11:20 AM	SHEN MANUFACTURING COMPANY I	BLAKLEY	10319LL0002	EDWIN ABRAHAMSEN	707000
11:30 AM	TAYOUN REALTY LLC	NEWTON TWP	09903020004		58500
11:40 AM	PATEL RAJEN V & DIPIKA R	MOOSIC	1850102001091		34500
11:50 AM	WILLIAMS THOMAS J & MERCURI P	MOOSIC	17604C0N03850		23000
12:00 PM	FAZIO JOSEPH & ROSE	SOUTH ABINGTON	0810204000310	JOEL WOLFF	30000
12:20 PM	FARVIEW WEST LLC	CARBONDALE CITY	04513010036	JEFFREY NEPA	2400
12:20 PM	FARVIEW WEST LLC	CARBONDALE CITY	04513010037	JEFFREY NEPA	280000
12:30 PM	ROMANASKAS RYAN & KORDISH K	ARCHBALD	0940101001534		48000
1:00 PM	GUMBLE KEVIN D & AMANDA L	JESSUP	10418030002		35000
1:20 PM	RYAN MATTHEW & DONCSES JESSI	BENTON TWP	0380101000230		5000
1:20 PM	RYAN MATTHEW & DONCSES JESSI	BENTON TWP	0380101000229		5000
1:30 PM	KEPPICK MICHAEL & REGINA	OLD FORGE	1752003001603		26500
1:40 PM	KRAVETZ DONALD K & DIANE M	MADISON	19903010023		19950
1:50 PM	RANGE HAROLD R & JULIA E	CLIFTON TWP	23302100008	BRIAN STAHL	23200
2:00 PM	D & L REALTY	FELL TWP	04402010004	JOSEPH MCGRAW	23100
2:10 PM	NIVERT AARON JOSEPH&STACY A	SCRANTON	15706010018		26000
2:20 PM	R & A LLC	SCRANTON	14618060049	GREGORY PASCALE	14000
2:30 PM	SUMMIT SITE CONTRACTORS INC	SOUTH ABINGTON	0810205000302	DONALD JENSEN	199801
2:30 PM	PAOLUCCI KATHLEEN & DONAHUE	SCRANTON	13418040053		12000
2:40 PM	ASTIMA INC	SCRANTON	1770502000701	MARK CONWAY	550000

TOTAL RECORDS

30

RE

OF
COUR

y, November 4, 2019

TAX ASSESSOR'S REPORT

Hearing Date: 11/06/19

Time	Name	Boro/Twp.	Pin Number	Attorney	Proposed/Current Assessed Value
10:00 AM	MCLAIN MARIA L	THROOP	1250302000134		38500
10:10 AM	RADLE JEFFERY ALAN & LINDA	THROOP	1250302000115		9000
10:20 AM	MIRZA SALMAN & BARBARA	WAVERLY TWP	0810307000616	PATRICK LAVALLE	101460
10:55 AM	RD NOTO & SON CONSTRUCTION IN	NEWTON TWP	1110102000101		22500
11:05 AM	COLEMAN WILLIAM & JANET	NEWTON TWP	1310301000303		52200
11:15 AM	DAVISON RICHARD B & MARY ELLE	SOUTH ABINGTON TWP	09003010003		23000
11:25 AM	BIANCHI CHRISTOPHER J & TORO J	SOUTH ABINGTON TWP	0810306000153		62000
11:35 AM	HINE ROBERT JR	JEFFERSON	1490205000146		50000
11:45 AM	VENN MICHAEL & HECKMAN CURTI	JEFFERSON TWP	13802050028		44000
11:55 AM	SWARTZ KATHLEEN & GARRETT	JEFFERSON	16101010011		54000
12:05 PM	GAMBUCCI JASON M & PACIOTTI	JEFFERSON TWP	1490205000145		43000
12:15 PM	CALDARA ROBERT H	ARCHBALD	09417040010		21000
12:25 PM	TURANO DAVID M & DELILAH V	ARCHBALD	09402040074	WALTER CASPER	28000
12:35 PM	RUPE ANTHONY & COLLEEN	OLYPHANT	11414010015		5200
12:45 PM	DEPIETRO ROCCO SR	BLAKELY	10319010001		5000
1:05 PM	TENIO RICHARD D & KIM A	RANSOM TWP	14204030005		10000
1:25 PM	FERRARIO JOSEPH	JEFFERSON	13802030010	MARK CONWAY	12500
1:35 PM	PIERCE FORREST M & ANNE L	COVINGTON TWP	21902040002	JASON OMALLEY	33500
1:35 PM	PIERCE FORREST M & ANNE L	COVINGTON TWP	21204030042	JASON OMALLEY	29450
2:00 PM	PAGNOTTI SHANE & CANDICE	BENTON TWP	0100101000905		1000
2:10 PM	CONNOR ROBERT J & ROSANNE C	RANSOM TWP	14204020002	DANIEL PENETAR	17675
2:20 PM	CAVANAUGH JEFFREY S JR & ERIK	GREENFIELD	03303010004		50000
2:30 PM	SCHNAITMAN SUSAN & HOYER EIC	ARCHBALD	09402040077		28000
TOTAL RECORDS					23

RECEIVED

NOV 14 2019

OFFICE OF CITY
COUNCIL/CITY CLERK

Wednesday, November 13, 2019



City of Scranton

Civil Service Commission

340 N. Washington Avenue

Scranton, PA 18503

SOLICITOR: Christian Owens, Esquire

Chairman: Jack Loscombe

Commissioners: Ray Kelly, Bob Keiper

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NOV 07 2019

OFFICE OF CITY
COUNCIL CITY CLERK

Approved Minutes
September 19, 2019
Civil Service Meeting

I. Pledge of Allegiance

Completed.

II. Roll Call

Roll call was taken. Chairman Loscombe & Commissioners R. Kelly and R. Keiper were present.

Solicitor Christian Owens was present.

Civil Service Commission Coordinator, Denise Nytch, was present.

Absent:

III. Approval of Minutes

- By way of motion by Ray Kelly and seconded by Bob Keiper, the Commission approved the minutes for June 13, 2019.

IV. Approval of Bills

- By way of motion by Commissioner Kelly and seconded by Commissioner Keiper, the Commission approved the legal bills from Solicitor Owens in the amount of \$2,451.00.00 for legal services in June, July, August & portion of September 2019 (up to date of meeting)
- By way of motion by Commissioner Kelly and seconded by Commissioner Keiper, the Commission approved to pay the following bills:

Scranton Times Ad for reschedule of monthly meeting (9-5-19) \$ 96.45

Scranton Times Ad for reschedule of monthly meeting (7-10-19) \$ 82.35

PA Chiefs of Police Association Invoice \$2,699.00

PA Chiefs of Police Association Invoice \$ 692.00

V. Unfinished Business, New Business

- Police Entry Exam – Oral Exams will be given September 24/25-19. The schedule was sent to HR for the candidates to sign and have the Oral Exam.
- Police Promotional Exams – Patrol Lieutenant, Administrative Lieutenant, Detective Lieutenant and Captain.
- Fire Promotional Exams will be set up and a 90 day or longer notice will be given.
- Atty. Owens will schedule Anthony Mariano's hearing for removal from police Entry list in October.

VI. Communication and Reports/Public Comment

- Becky Dominguez asked when the Fire List in the foyer of City Hall will be update. Jack will update.
- Tom Irwin was present and inquired about fire promotional testing.

VII. Adjournment

- By way of motion by Commissioner Kelly and seconded by Commission Keiper, the Commission authorized the meeting to be adjourned; all in favor.



DEPARTMENT OF BUSINESS ADMINISTRATION

CITY HALL • 340 NORTH WASHINGTON AVENUE • SCRANTON, PENNSYLVANIA 18503 • PHONE: 570-348-4118 • FAX: 570-348-4225

MEMORANDUM

DATE: November 7, 2019
TO: Wayne Beck, City Treasurer
FROM: Nancy Krake, Staff Accountant
RE: Check for Deposit

Enclosed kindly find the following check received from Comcast, representing the CATV franchise fee due the City of Scranton for Invoice/Statement Jul-Sept, 2019. Invoice #617800.

Comcast	Ck. # 520941285	\$252,825.42
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This check is to be deposited into Account #01.380.38010 (CATV Revenue).

cc: Roseann Novembrino, City Controller
Scranton City Council
Rebecca McMullen, Finance Manager
File



COMCAST FINANCIAL AGENCY CORPORATION
A Comcast Cable Communications Group Company
1701 JFK Boulevard
Philadelphia, PA 19103-2838

15319704

PAGE: 1 of 1

DATE: November 1, 2019
CHECK NUMBER: 520941285
AMOUNT PAID: \$252,825.42



01875 1920 CKS ZA 19305 - 0520941285 NNNNNNNNNN 3055100004005 X193A1 C
SCRANTON CITY OF PA
ATTN CITY CLERK
340 N WASHINGTON AVE
SCRANTON PA 18503



305510000500501875000100000000

VENDOR NUMBER: 267205

VENDOR: SCRANTON CITY OF PA

INVOICE NO.	INVOICE DATE	ACCOUNT NUMBER	DESCRIPTION	DISCOUNT AMOUNT	NET AMOUNT
617800	09/30/19		303121-Scranton PA	\$0.00	\$252,825.42
			TOTALS	\$0.00	\$252,825.42

PLEASE DETACH BEFORE DEPOSITING CHECK



COMCAST FINANCIAL AGENCY CORPORATION
A Comcast Cable Communications Group Company
1701 JFK Boulevard
Philadelphia, PA 19103-2838

CHECK
NUMBER 520941285

56-1544
441

November 1, 2019

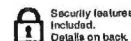
*** VOID AFTER 180 DAYS ***

PAY TO THE
ORDER OF: SCRANTON CITY OF PA
ATTN CITY CLERK
340 N WASHINGTON AVE
SCRANTON, PA 18503

CHECK AMOUNT

\$252,825.42

EXACTLY *****252,825 DOLLARS AND 42 CENTS



JPMorgan Chase Bank, N.A.
Columbus, OH

Authorized Signature

16

⑈ 520941285⑈ ⑆044115443⑆

675528343⑈



City of Scranton

Ethics Board

340 N. Washington Avenue

Scranton, PA 18503

SOLICITOR: TBD

Board Members: Andrew Heller, Joan Hodowanitz,
Bruce Reddock, Mary Jo Sheridan

Minutes of the Ethics Board Regular Meeting
Governor's Room, City Hall
October 24, 2019, 5 p.m.

RECEIVED

NOV 08 2019

OFFICE OF CITY
COUNCIL/CITY CLERK

I. Roll call:

Present: Andrew Heller
Bruce Reddock
Mary Jo Sheridan
Joan Hodowanitz

II. Public comment on agenda items only: None.

III. Reading and approval of minutes: The minutes of the regular meeting of the Ethics Board held on October 10, 2019, at City Hall were read. Andrew Heller made a motion to approve the minutes, as amended. Mary Jo Sheridan seconded the motion.

Roll call: Andrew Heller: Yes
Joan Hodowanitz: Yes
Bruce Reddock: Yes
Mary Jo Sheridan: Yes

The motion passed.

IV. Bills and Communications:

a. Joan Hodowanitz provided the members of the Board a copy of the invoice from the Scranton Times-Tribune for the legal notice published on October 7, 2019 announcing the Ethics Board's October 10th meeting. (See Exhibit A.) According to the Law Department, the cost for this notice was \$64. Bruce Reddock made a motion that the invoice be approved. Mary Jo Sheridan seconded the motion.

Roll call: Andrew Heller: Yes
Joan Hodowanitz: Yes
Bruce Reddock: Yes
Mary Jo Sheridan: Yes

The motion passed.

V. Report of the Secretary: Not applicable.

VI. Reports of the Committees: Not applicable.

VII. Financial Statements: Not applicable.

VIII. Old Business:

- a. Hiring of Solicitor. Joan Hodowanitz informed the Board that she received a call on October 22 from Jessica Eskra, Head of the Law Department and Acting Head of Human Resources, regarding this issue. Ms. Eskra said she would work with the Board to hire a Solicitor, but she needed some input from the Board regarding payment (flat fee/hourly rate) and whether we wanted to set the amount of compensation or let the respondents do that. The Board felt that a flat fee could be problematic if our Solicitor provided only a minimal level of service. Board members wanted to know how much other board solicitors were paid and if there was a standard fixed fee or hourly rate. Regardless of the amount of compensation, our Solicitor would be required to attend all Board meetings and to perform any research needed to properly advise the Board on legal issues. In addition to seeing the RFQs/RFPs used to hire solicitors for other boards, the Ethics Board wanted an opportunity to review our RFQ/RFP before publication and provide input, if appropriate. This would help ensure our Solicitor is held accountable for his/her services.
- b. Hiring of Secretary. Joan Hodowanitz provided Board members with a draft letter to Jessica Eskra, Head of Human Resources, requesting her assistance in hiring a Secretary. Board members felt that this position should be publicly advertised so that all qualified candidates would have an opportunity to apply. It should not be filled with an application currently on file in the HR Department. Board members proposed an amendment to this effect and approved the letter as amended. (See Exhibit B.)
- c. Hiring of Investigative Officer. Joan Hodowanitz provided Board members with a draft letter to Jessica Eskra, Head of the Law Department, requesting her assistance in hiring an Investigative Officer. Board members approved the letter as written. (See Exhibit C.)
- d. Draft By-Laws. Joan Hodowanitz provided Board members with copies of the draft by-laws. The Board agreed that this document required time to review, and that the by-laws should be amended and/or adopted at the next meeting. (See Exhibit D.)
- e. Ethics Training for Board Members. Mary Jo Sheridan informed the Board that the State Ethics Commission would provide training for Board members, but the class must contain at least 25 people. The Board agreed that this class could also be offered to all elected city officials (i.e., Mayor, City Council, City Controller, and Tax Collector), heads of all departments, and members of other boards, authorities and commissions. This includes those elected in the November 5th election and the newly-formed, 10-member Scranton Public Library Authority. Joan Hodowanitz informed the Board that she would discuss this matter with Mayor Evans.
- f. Ethics Training for City Employees, Public Officials, and Others Doing Business with the City. See preceding paragraph.

- g. Status of Training Materials. The Board agreed that the PowerPoint outline of the Ethics Code prepared previously by Joan Hodowanitz could be tweaked to form the basis of a training package. Bruce Reddock volunteered to provide a voice-over narrative so that the outline could be turned into a webinar package. The Board also agreed that it needed support from both the Mayor and Human Resources Department so that department heads and their subordinates would embrace this training requirement. It was also agreed that there should be an initial training package for new hires followed a one-hour annual requirement for all employees. All training should be documented (signed by the trainee) and copies filed in each employee's personnel file and the Board's files. Training materials should include information on how to contact Board members (e.g., email addresses, phone numbers) for questions and other concerns. Bruce Reddock suggested that the Board create a private link to the city's web site which only employees could access. If supervisors refuse to give employees time to take the training, the department head and/or the Mayor should be asked to intervene.
- h. Web Page on City's Website. Bruce Reddock volunteered to coordinate with the city's Information Technology (IT) Department on the Board's training and other requirements including email addresses.
- i. Status of P.O. Box. Andrew Heller volunteered to pursue this requirement. The Board agreed that the box should be in the post office on Linden Street in downtown Scranton.
- j. 2020 Budget Allocation. Joan Hodowanitz provided Board members with a draft letter to David Bulzoni, Business Administrator, requesting that the Ethics Board's fiscal requirements be included in the 2020 operating budget. Bruce Reddock recommended one change, and the amended letter was approved. (See Exhibit E.)
- k. Access to Union Contracts. Joan Hodowanitz provided Board members with a draft letter to Mayor Evans requesting copies of all union contracts to identify potential conflicts with the Code of Ethics. Ms. Hodowanitz proposed one minor change to the draft, and the amended letter was approved. (See Exhibit F.)
- l. Statements of Financial Interests. Mary Jo Sheridan asked Joan Hodowanitz to turn her SFI in to the City Clerk on Friday morning. The other Board members were reminded to submit their SFIs at their earliest opportunity. The SFIs for calendar year 2019 must be submitted by May 1, 2020.

IX. New Business:

- a. Status of Fifth Member of the Ethics Board. A resolution appointing a fifth and final board member will be included in City Council's agenda on October 28, with a second reading scheduled for November 4. The name of that member was not yet available.
- b. Statements of Financial Interests from Department Heads. Mary Jo Sheridan volunteered to draft a letter to the Mayor requesting SFIs from the Mayor, City Council, City Controller, Tax Collector, political candidates and/or the Mayor-

elect and councilpersons-elect and department heads. This would be the Board's first request. Later requests would target city employees.

- c. Schedule for Regular Meetings in 2020. The Board decided to hold regular, monthly meetings in calendar year 2020 on the first Thursday of every month at 5 p.m. in the Governor's Room. In the event of a conflict, the Board choose the second Thursday. Joan Hodowanitz will coordinate with the Law Department on this requirement and inform the Board members of the result. This should reduce the overall cost of publishing monthly legal notices for regular meetings in 2020.
- d. Best Practices. Mary Jo Sheridan informed the Board that she had researched best practices in procurement and contracting. This information could help the administration avoid pitfalls such as automatic renewal clauses in contracts. She volunteered to document her findings for the Board to discuss and eventually pass on to the Mayor as recommendations to improve transparency. The Board could also provide recommendations on how to develop policies on contracting, procurement and professional services. This would also provide for "bad faith vendor status" for anyone who acted in bad faith. Joan Hodowanitz pointed out that the Board would need the advice of a Solicitor in this matter.

X. Public Comment:

- a. Marie Schumacher expressed her frustration when employees who engage in misconduct are not publically identified. Ms. Schumacher cited the case of a firefighter who had multiple DUIs. She wanted to know if he could be trusted to perform his duties, given that he might be impaired physically or mentally. Mary Jo Sheridan pointed out that many personnel matters are exempt from public discussion. The Board agreed that it needed a clearer definition of what constitutes a "personnel matter" that cannot be discussed in public.
- b. Jack Finnerty pointed out that the Mayor's proposed gas card policy should fall under the purview of the Ethics Board. He also stated that the issue is broader than just gas cards (e.g. the use of government vehicles for personal use). Having the opportunity to review and comment on city-wide policies would lend gravitas to the Board. He also stated that the city should take this opportunity to have the Ethics Board vet all its policies. Joan Hodowanitz agreed and commented that she would like the Board to review all city policies sooner rather than later since the city was about to elect a new mayor. Mary Jo Sheridan volunteered to draft a letter to the Mayor requesting copies of all existing policies. By reviewing existing and future policies, the Board would make sure that the city had sufficiently strong internal controls in place to minimize the risk of fraud, waste or abuse. It could also identify areas where written policies are lacking and recommend that policies be written as soon as possible. These actions would support the Board's mandate to advise the administration on ethical matters.

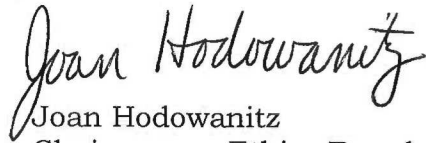
XI. Adjournment:

- i. Mary Jo Sheridan made a motion to adjourn. The motion was seconded by Bruce Reddock.

Roll call vote: Andrew Heller, yes.
Bruce Reddock, yes.
Mary Jo Sheridan, yes.
Joan Hodowanitz, yes.

Motion passed. The meeting was adjourned at 6:43 p.m.

The next meeting of the Ethics Board is scheduled for 5 p.m. on Thursday, November 7, 2019, in the Governor's Room of City Hall.



Joan Hodowanitz
Chairperson, Ethics Board

Date approved: NOV 7, 2019



The Scranton Times (Under act P.L. 877 No 160. July 9, 1976)
Commonwealth of Pennsylvania, County of Lackawanna

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LICENSING, INSPECTION & PERMIT
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MEETING NOTICE CITY OF SC

Lisa Burke

Being duly sworn according to law deposes and says that (s)he is Billing clerk for The Scranton Times, owner and publisher of The Scranton Times, a newspaper of general circulation, established in 1870, published in the city of Scranton, county and state aforesaid, and that the printed notice or publication hereto attached is exactly as printed in the regular editions of the said newspaper on the following dates:

10/07/2019

Affiant further deposes and says that neither the affiant nor The Scranton Times is interested in the subject matter of the aforesaid notice or advertisement and that all allegations in the foregoing statement as time, place and character or publication are true Lisa Burke

Sworn and subscribed to before me
this 7th day of October A.D., 2019

Sharon Venturi
(Notary Public)

Commonwealth of Pennsylvania - Notary Seal
Sharon Venturi, Notary Public
Lackawanna County
My commission expires February 12, 2022
Commission number 1254228
Member, Pennsylvania Association of Notaries

MEETING NOTICE

City of Scranton
Ethics Board Meeting

The City of Scranton Ethics Board has scheduled a meeting for Thursday, October 10, 2019, at 5:00 p.m. The meeting will be held in the Governors Room, Scranton City Hall, 340 N. Washington Ave., 2nd Floor. The public is welcome to attend.

EXHIBIT A



City of Scranton

Ethics Board

340 N. Washington Avenue

Scranton, PA 18503

SOLICITOR: NA

Board Members: Andrew Heller, Joan Hodowanitz,

Bruce Reddock, Mary Jo Sheridan

October 24, 2019

Jessica L. Eskra, Esq.
Human Resources Department
340 N. Washington Avenue
Scranton, PA 18503

Dear Attorney Eskra:

Section 2A6 of the City of Scranton Code of Ethics mandates that the Ethics Board appoint a Secretary. This individual will be responsible for the preparation of sign-in sheets, agendas, the minutes of meetings and all outgoing Board correspondence, receiving and processing all incoming correspondence, checking the Board's post office box at least once weekly, maintaining the Board's written and electronic records, coordinating with the Information Technology Department on the maintenance of the Board's web page, and performing other duties as directed by the Chairperson of the Ethics Board. The City's Ethics Code prohibits members of the Board from accessing the Board's post office box. That task can only be performed by the Secretary or an Investigative Officer.

Request your assistance in recruiting an appropriate candidate. If there are one or more applications for a secretarial position already on hand in the HR Department, request you review the qualifications of those candidate(s) and advise the Board accordingly. If no such applications exist, please provide the Board assistance in preparing an appropriate RFQ to fill this position as soon as possible.

Respectfully submitted,

Joan Hodowanitz
Chairperson, Ethics Board

Cc: Wayne E. Evans, Mayor
David M. Bulzoni, Business Administrator



City of Scranton

Ethics Board

340 N. Washington Avenue

Scranton, PA 18503

SOLICITOR: NA

Board Members: Andrew Heller, Joan Hodowanitz,
Bruce Reddock, Mary Jo Sheridan

October 24, 2019

Jessica L. Eskra, Esq.
Law Department
340 N. Washington Avenue
Scranton, PA 18503

Dear Attorney Eskra:

Section 2A8 of the City of Scranton Code of Ethics requires that the Board of Ethics appoint an investigative officer and lists the following qualifications for this position:

"The investigative officer shall be a member in good standing of the Lackawanna County Bar and shall have so been for at least five (5) years. The investigative officer need not be a resident of the City of Scranton and shall not be a board member."

The Board requests that the investigative officer be placed on a retainer so that he/she will be available as needed. In addition, he/she should be paid an hourly rate for services rendered.

Request your assistance in preparing a request for qualifications (RFQ) and/or a request for proposal (RFP), as appropriate, to fill this position. In addition, request your assistance in determining an appropriate retainer fee and a rate for billable hours.

Respectfully submitted,

Joan Hodowanitz
Chairperson, Board of Ethics

Cc: Wayne E. Evans, Mayor
David M. Bulzoni, Business Administrator

By-Laws
City of Scranton Board of Ethics

Meetings

Regular meetings of the City of Scranton Board of Ethics ("Board") shall be held monthly at a time and date agreed upon by a majority of Board members. If possible, meetings shall be held in the Governor's Room, 2nd floor of City Hall.

Special meetings shall be held at the call of the Board Chairperson or upon the request of a majority of the members of the entire Board.

During the January meeting, the Board of Ethics shall elect a Chairperson, Vice Chairperson and two board members to serve on the Gifts Subcommittee.

A notice of all meetings shall be published in the local newspaper at least 72 hours in advance.

Article I
Composition and Structure of the Board

Section 1. Composition. The Board shall be composed of five (5) residents of the City of Scranton. Two Board members shall be appointed by the Mayor, two by City Council, and one by the City Controller. Thereafter, appointments or reappointments shall be made by the Mayor, City Council and the Controller to their respective appointed positions.

Section 2. Terms of Service. Member of the Board shall serve for three (3) years, except that members shall continue to serve until their successors are appointed and qualified. The terms of the initial members shall be staggered, with one member serving for one year, two members serving for two years, and two members serving for three years. The initial Board members' terms shall be determined by lottery.

Section 3. Extraordinary Vacancies. When a vacancy occurs due to reasons other than the expiration of a term of office, a new Board member shall be appointed by the Mayor, City Council, or City Controller, as appropriate, to fill the remainder of the unexpired term. He/she shall be eligible for appointment thereafter to a full term.

Section 4. Quorum. A majority of the members of the Board shall constitute a quorum. The votes of a majority of the members present are required for any action or recommendation by the Board.

Section 5. Staff. The Board shall appoint a solicitor, a secretary, and such other staff as may be deemed necessary. The staff need not be members of the Board.

Section 6. Investigative Officer. The Board shall appoint an investigative officer, as required, at an amount to be paid as reasonable compensation for his/her services. This officer shall be a member in good standing of the Lackawanna County Bar for at least five (5) years. Although

he/she need not be a resident of the City of Scranton, he/she shall not be a Board member. This officer shall be authorized to retain the services of other investigators and may only delegate non-discretionary functions.

Article II **Chairperson**

Section 1. The Chairperson shall chair all meetings of the Board of Ethics. He/she shall call the Board to order at the time fixed for the meeting and request a roll call. The meeting shall proceed only if a quorum is present.

Section 2. The Chairperson shall preserve order and decorum during all meetings and keep Board members focused on agenda items. Non-agenda items shall be restricted to issues that fall within the Board's purview.

Article III **Vice Chairperson**

The Vice Chairperson shall perform the duties of the Chairperson in the event of that individual's absence.

Article IV **Solicitor**

The Solicitor shall provide legal advice and assistance to the members of the Board as necessary.

Article V **Secretary**

The Secretary shall assist the members of the Board by making analog/digital recordings of all meetings, preparing the minutes of Board meetings, receiving incoming correspondence, drafting outgoing correspondence, maintaining all records and files, and performing other duties as directed by the Chairperson. The Secretary shall have access to the Board's post office box only if that individual is not a Board member.

Article VI **Investigative Officer**

The Investigative Officer shall conduct investigations and issue findings report where appropriate. He/she shall have access to the Board's post office box.

Article VII **Subcommittees**

Section 1. Gifts Subcommittee. The Ethics Board shall choose, by majority vote, two members to evaluate the propriety of gifts valued at \$50 or more and to determine if the gift must be

returned to the donor. The Gifts Subcommittee shall also issue a written opinion to the recipient of the gift within no more than 21 days. All opinions will be posted on the City's website. The recipient has the right to appeal the Subcommittee's decision to the full Board.

Section 2. Complaint Subcommittee. The Board shall take any and all steps necessary to adjudicate all complaints pending at the time the amended Code of Ethics is adopted, including the establishment of a committee of Board members not previously involved in the disposition of said complaints. Said committee shall consist of at least three (3) Board members and shall act with the authority of the Board in adjudicating said complaints and instituting penalties and restitution where applicable.

Article VIII **General Powers and Duties of the Board of Ethics**

Section 1. The Board shall give advice as to the application of the ethics provisions of the City of Scranton's Home Rule Charter and Code of Ethics.

Section 2. The Board shall establish a post office (P.O.) box through which to receive complaints of violations of the ethics provisions of the Home Rule Charter and the Code of Ethics. The Board shall act to dispose of said complaints. It shall also exercise discretion in declining to pursue an investigation if such a course would be in the best interest of the City's citizens or if the activity in the complaint amounts to no more than a de minimis violation.

Section 3. The Board shall appoint an Investigative Officer to conduct investigations and to issue findings reports where appropriate.

Section 4. The Board shall hold hearings, issue subpoenas and compel the attendance of witnesses, administer oaths, take testimony, require evidence on any matter under investigation before the Board, and issue orders, including but not limited to, those related to adjudications and penalties.

Section 5. The Board shall conduct educational programs to promote the ethical conduct of public officials, City employees, and individuals and groups doing business with the City.

Section 6. The Board shall adopt rules and regulations to administer, implement, enforce, and interpret the Code of Ethics.

Section 7. All members of the Board and its staff shall file with the City Clerk a Statement of Financial Interests (SFI) for the preceding calendar year by May 1 of each year as outlined by the State Code of Ethics. Any individual appointed to the Board after May 1 has 15 days to file the SFI. All SFIs must be made available for public inspection and copying at an amount not to exceed actual costs. In addition, all SFIs must be posted on the City's website.

Section 8. The Board shall annually review Statements of Financial Interests filed pursuant to Section 4 of the Code of Ethics.

Section 9. Upon violation of the provisions of the City of Scranton's Home Rule Charter or Code of Ethics, the Board shall have the option of imposing any of the penalties, restitution, or other remedies detailed in Section 7 (Penalties; Restitution) of the Code of Ethics.

Section 10. The Board shall post on the City's website a notice setting forth the campaign contribution limits in the Code of Ethics together with a plain-English explanation of the provisions of Section 12 (Campaign Contributions and Reporting Requirements) and the penalties and remedies for violations thereof. Said notice shall remain posted and available for review at all times.

Section 11. The provisions of Section 6 (Prohibited Behaviors) of the Code of Ethics shall apply to all members of the Board and its staff.

Article IX **Complaint Procedures**

Section 1. The Board shall make available upon request a form by which public officials, City employees, and members of the general public may submit allegations of ethics violations.

Section 2. The Board shall establish a separate P.O. box through which to receive said complaints. This box shall be generally accessible by the Investigative Officer and/or the Secretary, provided the Secretary is not a Board member.

Section 3. The Board shall act only on complaints that are filed within 365 days of the alleged ethics violation.

Article X **Investigative Procedures**

Section 1. Jurisdiction. Each complaint filed with the Board shall be immediately directed to and reviewed by an Investigative Officer to determine whether the Board has jurisdiction over the complaint. Such determinations shall be made within 30 days. If the Investigative Officer determines that the Board lacks jurisdiction, the complaint will be returned to the complainant and no further action will be taken. If the Investigative Officer determines that the Board does have jurisdiction, he/she shall authorize a preliminary investigation.

Section 2. Preliminary Investigation. If the Investigative Officer determines that the violation alleged in the complaint constitutes a de minimis infraction, he/she may dismiss the complaint if it is in the best interest of the City's citizens. If the allegation is more serious, the Investigative Officer shall notify both the complainant and the subject of the complaint that a preliminary investigation is being initiated. Said investigation shall be completed within 60 days. If an extension is needed, the Investigative Officer shall be granted additional time in 30-day increments. If the Investigative Officer fails to establish facts supporting the complaint, he/she shall dismiss the complaint and so notify the complainant and the subject of the investigation. If, however, he/she establishes facts to support the complaint, he/she shall authorize a full investigation.

Section 3. Full Investigation. The complainant will be notified of the full investigation within three (3) days, and the subject of the investigation will be notified of the identity of the complainant. Both parties will be notified of the status of the investigation at least every 90 days. The Investigation Officer must either terminate the investigation or issue a findings report to the subject within 180 days.

Section 4. Findings Report. The findings report shall set forth the pertinent findings, and the Investigative Officer shall deliver the findings of fact to the complainant and the subject of the investigation. The subject may, within 30 days (longer if granted an extension), request an evidentiary hearing. In that case, the Investigative Officer shall immediately notify the Board of the request and the names of the parties involved. The Board shall immediately engage two attorneys, one to represent the facts in support of the complaint and one to advise the Board in matters related to the evidentiary hearing.

Section 5. Evidentiary Hearing. An evidentiary hearing must be held within 45 days of the filing of a request for the same. The subject of the investigation shall have reasonable access to any evidence intended to be used at the hearing. The subject shall also have all the rights detailed in Section 9F2 of the Code of Ethics. The hearing shall be closed to the public unless the subject requests an open hearing in writing at least five (5) days before the hearing.

Section 6. Decision by the Board/Final Order. At the conclusion of the evidentiary hearing, the Board shall determine, by majority vote of those members presiding, whether the evidence supports a finding that the subject of the complaint violated provision(s) of the Home Rule Charter or the Code of Ethics. Upon reaching a determination, the Board shall issue a final order, a copy of which shall be immediately delivered to the complainant and the subject of the investigation. The final order shall become a public record once the subject has exhausted all rights to appeal or has failed to exercise such rights in a timely manner. All other file material shall remain confidential.

Section 7. Petition for Reconsideration. The subject of an investigation, having been found to have violated a provision of the Home Rule Charter or the Code of Ethics, may file a petition for reconsideration of the Board's decision within 10 days of the day the Board issues its final order.

Section 8. Mediation. In addition to the procedures described above, the Investigative Officer may, at his/her discretion, engage in mediation of a complaint at any time prior to the issuance of the findings report. The purpose of such mediation is to resolve the complaint in a voluntary manner, compliant with the Home Rule Charter and the Code of Ethics. If mediation is successful, the Investigative Officer shall provide the Solicitor a written mediation report which will then be presented to the Board for its review and approval. If mediation fails, the Investigative Officer shall provide the Solicitor a statement indicating only that mediation occurred, but that the matter was not resolved. No particulars or identifying information shall be included. The statement shall then be presented to the Board for its review, and the matter will continue to proceed as described above. It shall be the sole province of the Board to determine if a mediated resolution is in compliance with the Home Rule Charter and the Code of Ethics. If any aspect of the mediated resolution is not compliant, or for other administrative reasons, the

Board may resubmit the matter for mediation. If the Board accepts a mediated resolution of the entire matter, it shall issue a final order. The general confidentiality provisions of the Code of Ethics shall apply.

Article XI

Advisory Opinions

Section 1. Upon the written request of any public official or City employee, or if the Board deems it in the public interest, the Board may render advisory opinions concerning matters of governmental ethics, shall consider questions as to ethical conduct, conflicts of interest and the application of ethical standards in the Code of Ethics, and shall issue an advisory opinion in writing as to any such questions. The Board, at its discretion, may redact its advisory opinions to prevent disclosure of the identity of the person who is the subject of the opinion.

Section 2. Advisory opinions shall be rendered within 30 days of the request for same.

Article XII

Board of Ethics Prohibitions

Section 1. No member of the Board may hold or campaign for any public office.

Section 2. No member of the Board may hold office in any political party, political organization or political committee.

Section 3. No member of the Board may hold a position of employment or appointment with any municipal government or any board or commission formed by the City of Scranton.

Section 4. No member of the Board may actively participate in or contribute to any political campaign in the City of Scranton for a candidate running for the offices of Mayor, City Council, City Controller or Tax Collector. This does not abridge the right of a member to vote or to attend a debate, speech, or similar event that is held primarily to communicate a candidate's platform or position on issues of public concern.

Section 5. No member of the Board shall receive compensation, but shall be reimbursed by the City for documented expenses actually incurred.

Article XIII

Rules and Regulations During Meetings

Section 1. All meetings shall be conducted in accordance with the most current edition of Robert's Rules of Order.

Section 2. A written agenda shall be prepared by the Chairperson for each meeting and copies provided to each Board member and to members of the general public and the media in attendance.

Section 3. Members of the general public who wish to address the Board of Ethics shall sign a sign-in sheet prior to the beginning of the meeting or before speaking. The public shall have two opportunities to address the Board: at the beginning of each meeting (agenda items only) and at the end of each meeting (all issues within the Board's purview). Members of the public shall not be given a time limit when addressing the Board unless such a limit is necessary due to the number of people attending the meeting or if the meeting goes past three (3) hours. In that event, a follow-on meeting will be scheduled as soon as possible.

Section 4. All members of the general public and the media shall direct their remarks to the Chairperson of the Board. No member of the Board, the public, or the media shall be allowed to insult or attack any other individual. The Chairperson shall have sole discretion in determining if and when any person violates this rule and shall rule said person out of order.

Section 5. Members of the general public or the media shall put requests for information in writing unless the request is, in the Chairperson's opinion, of an inconsequential nature.

Section 6. All acts of the Board shall be accomplished by motion or resolution. Motions and resolutions shall be passed by a roll call vote and the names and votes of each member of the Board recorded in the minutes. No vote shall be taken if a quorum is not present.

Section 7. Motions and resolutions may be amended, but only by a majority vote of the members of the Board. All such amendments must be in writing.



City of Scranton

Ethics Board

340 N. Washington Avenue

Scranton, PA 18503

SOLICITOR: NA

Board Members: Andrew Heller, Joan Hodowanitz,
Bruce Reddock, Mary Jo Sheridan

October 24, 2019

David M. Bulzoni
Business Administrator
340 N. Washington Avenue
Scranton, PA 18503

Dear Mr. Bulzoni:

The City of Scranton Code of Ethics requires the recruitment of at least a Solicitor and a Secretary and, when necessary, one or more Investigative Officers. It also requires the preparation of training materials for all city employees, public officials, and those who do business with the city (i.e., contractors and vendors). There will also be a need to purchase administrative supplies including a digital recorder to document meetings and other proceedings.

Request you include the fiscal requirements of the Ethics Board in your preparation of the 2020 operating budget. Please identify the line item (e.g., Boards and Commissions) which will apply to the Ethics Board.

Respectfully submitted,

Joan Hodowanitz
Chairperson, Ethics Board

Cc: Wayne E. Evans, Mayor



City of Scranton

Ethics Board

340 N. Washington Avenue

Scranton, PA 18503

SOLICITOR: NA

Board Members: Andrew Heller, Joan Hodowanitz,
Bruce Reddock, Mary Jo Sheridan

October 24, 2019

The Honorable Wayne E. Evans
Mayor, City of Scranton
340 N. Washington Avenue
Scranton, PA 18503

Dear Mayor Evans:

Section 1E of the City of Scranton Code of Ethics states that "To the extent that this code conflicts with existing rights of labor or its members by statute or contract, then such statute or contract shall supersede this code."

Request a copy of all city union contracts, with amendments, so that our Solicitor can advise Board members on potential conflicts. If possible, request electronic copies rather than paper copies.

Respectfully submitted,

Joan Hodowanitz
Chairperson, Board of Ethics

Cc: Jessica L. Eskra, Esquire

**MINUTES OF THE REGULAR
MEETING OF THE MEMBERS OF
SCRANTON HOUSING AUTHORITY
OCTOBER 7, 2019**

RECEIVED
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The members of the Scranton Housing Authority met in a regular session at the office of the Authority in the City of Scranton, Pennsylvania, at 5:00 P.M. on October 7, 2019.

Pledge of Allegiance.

Mrs. Mary Anne Sinclair, Madame Chairman, called the meeting to order. Roll call please.

1. Roll Call.

Present

Mary Anne Sinclair
Devendrabhai Dave
Mary Clare Kingsley

Absent

Terrence V. Gallagher
Thomas J. Galella, Jr.

In addition to the board members, those in attendance were Gary P. Pelucacci, Executive Director, Karl P. Lynott, Deputy Executive Director; Boyd Hughes, Solicitor, and Ann Frye, Executive Assistant.

2. Executive Session.

Mrs. Sinclair: Executive Session.

Attorney Hughes: Yes, Madame Chairman, we discussed litigation and personnel at the Executive Session.

Mrs. Sinclair: Thank you.

3.(a) Approval of the minutes of the Regular Meeting held September 9, 2019.

Mrs. Sinclair: Approval of the minutes of the regular meeting held September 9, 2019.

Upon roll call, the ayes and nays were as follows.

AYES

NAYS

Mary Anne Sinclair
Devendrabhai Dave
Mary Clare Kingsley

None

5. Secretary's Report.

Mrs. Sinclair: Is there anything under Secretary's Report?

Mr. Pelucacci: There is nothing to report at this time, Madame Chairman.

6. Committee Reports.

6.(a) Chairman Report.

Mrs. Sinclair: Committee Reports, I have nothing to report at this time. Executive Director's Report.

6. (b) Executive Director Report.

Mr. Pelucacci: Yes, Madame Chairman. Under our Utility Report for the month of August, 2019 our total utility cost was \$182,979.09 and for the month of September, 2019 our total utility cost was \$186,743.63.

On our Tenant's Accounts Receivable Report, for the month of July, 2019 we had a total of 284 delinquents totaling \$177,459.12; for the month of August, 2019 we had 285 delinquents totaling \$163,099.26 and for the month of September, 2019 we had 244 delinquents totaling \$155,209.13.

On our Construction Report Madame Chairman, the demolition of Building 11 at Valley View Terrace is starting next week. Work on the new basketball court at Valley View Terrace is progressing nicely.

That is all I have, Madame Chairman.

Mrs. Sinclair: Thank you. Attorney Hughes, Solicitor's Report.

6.(c) Solicitor Report.

Attorney Hughes: I have nothing, Madame Chairman.

Mrs. Sinclair: Thank you. Apartment Report.

6.(d) Apartments.

Mr. Pelucacci: Yes, Madame Chairman. Under our Public Housing Program, we have an A.C.C. of 1,244 units with 1,194 units under effective lease. Fourteen (14) vacate notices were received and Ten (10) apartments were accepted. There are Forty-Five (45) vacant apartments in which Seventeen (17) vacant units are under modernization at Valley View Terrace. Under our Section 8 Housing Choice Voucher Program, we have an A.C.C. of 1050 units with 840 units under effective lease. Total apartments under effective lease by the Scranton Housing Authority as of September 30, 2019, are 2,034 out of an A.C.C. of 2,294.

That concludes the Apartment Report, Madame Chairman.

Mrs. Sinclair: Any unfinished business?

7. Unfinished Business.

Mr. Pelucacci: Not to my knowledge, Madame Chairman.

Mrs. Sinclair: New Business.

8. New Business.

8.(a) Resolution No. 19-13 – Ratification of Union Contract.

Mr. Pelucacci: Madame Chairman, Item 8(a) is Resolution No. 19-13 which is for the Ratification of the Union Contract.

“Whereas, the Scranton Housing Authority has, for a number of months, been negotiating with the International Brotherhood of Electrical Workers Union Local No. 81 for

the purpose of reaching a collective bargaining agreement for employees of the Scranton Housing Authority, who are members of the bargaining unit; and

Whereas, the said parties have agreed to the terms of a contract which reflects that the length of this new agreement shall be for a period of five (5) years commencing November 1, 2019 and ending on October 31, 2024, A wage increase of four and a half percent (4.5%) or a \$2,000 dollar increase with each employee selecting which increase they would prefer shall take place in the first year of the contract and increases and decreases for the second, third, fourth and fifth year will be determined through the Annual age Reopener Clause.

Whereas, it is deemed to be in the best interest of the Scranton Housing Authority to enter into this negotiated agreement with the International Brotherhood of Electrical Workers Union Local No. 81; and

Now, Therefore, Be It Resolved that the Scranton Housing Authority shall enter into a collective bargaining agreement with the International Brotherhood of Electrical Workers Union in accordance with the agreement reached between the representatives of the Scranton Housing Authority and representatives of the Union. A copy of which is attached hereto as Appendix "A" and incorporated hereat."

It would be my recommendation that the Board of Commissioners pass Resolution No. 19-13.

Mr. Dave: So moved.

Ms. Kingsley: Second.

Upon roll call, the ayes and nays were as follows.

AYES

Mary Anne Sinclair
Devendrabhai Dave
Mary Clare Kingsley

NAYS

None

8.(b) Resolution No. 19-14 – Approval for Collection Losses beginning October 1, 2018 and ending September 30, 2019.

Mr. Pelucacci: Madame Chairman, Item 8.(b) is Resolution No. 19-14 which is for the approval for Collection Losses beginning October 1, 2018 and ending September 30, 2019.

“Whereas, in accordance with Resolution No. 19-14, collection losses have been written off during the period beginning October 1, 2018 and ending September 30, 2019; and

Whereas, the Department of Housing and Urban Development rules and regulations concerning collection losses require board approval; and

Now, Therefore, Be It Resolved that the Board of Directors of the Scranton Housing Authority that the collection losses written off by the Executive Director during the period beginning October 1, 2018 and ending September 30, 2019 attached hereto and designated as Exhibit “A” with a total of \$151,152.73 are herewith approved.”

It would be my recommendation that the Board of Commissioners pass Resolution No. 19-14.

Ms. Kingsley: So moved.

Mr. Dave: Second.

Upon roll call, the ayes and nays were as follows.

AYES

Mary Anne Sinclair
Devendrabhai Dave
Mary Clare Kingsley

NAYS

None

8.(c) Proposals for Audit Services – September 26, 2019.

Mr. Pelucacci: Madame Chairman, Item 8.(c) is for Audit Services. The Scranton Housing Authority put out a request for proposals for Audit Services. The Authority received three (3) proposals.

The proposals were reviewed by SHA staff in accordance with the established criteris. Based on the review of the three proposals the scores are as follows: Jump. Perry & Company, LLP – 91, Francis J. McConnell, CPA – 89 and Robert Rossi & Company – 76.

Based on these scores, it would be my recommendation that the Board of Commissioners award the contract to Jump, Perry and Company, LLP for \$19,000 dollars for fiscal year ending September 30. 2019 and \$19,000 for fiscal year ending September 30, 2020.

Ms. Kingsley: So moved.

Mr. Dave: Second.

Upon roll call, the ayes and nays were as follows.

AYES

NAYS

Mary Anne Sinclair
Devendrabhai Dave
Mary Clare Kingsley

None

Mrs. Sinclair: Personnel.

9. Personnel.

Mr. Pelucacci: Yes, Madam Chairman, under personnel, we have no resignations or retirements. There is currently no one on workers compensation. Paul Morgan is currently on long term disability.

Also under Personnel, Marsha Beck successfully completed her probationary period as a Manager of 150 Units and Over.

It would be my recommendation that the board approve making Marsha Beck's position as a Manager of 150 Units and Over permanent, effective July 29, 2019.

Ms. Kingsley: So moved.

Mr. Dave: Second.

Upon roll call, the ayes and nays were as follows.

AYES

NAYS

Mary Anne Sinclair
Devendrabhai Dave
Mary Clare Kingsley

None

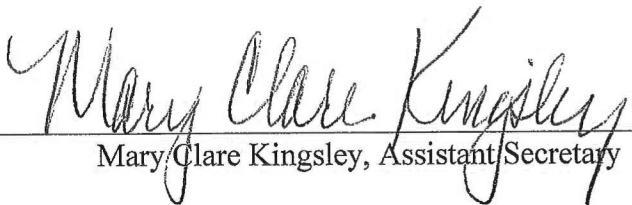
That concludes the personnel Report, Madame Chairman.

10. Public Comment.

(No one present for Public Comment.)

11. Adjournment.

There being no further business to come before the board, the meeting was adjourned at the call of the Chair on motion made by Ms. Kingsley, and seconded by Mr. Dave.


Mary Clare Kingsley, Assistant Secretary

Certificate

I, Mary Clare Kingsley, hereby certify that:

1. I am the duly appointed, qualified and Assistant Secretary of the Scranton Housing Authority.

2. I am custodian of the records of said Authority.

3. The attached copy of the Minutes of the Regular Meeting of said Authority held October 7, 2019 is a true and correct copy of the original Minutes of said meeting, as approved at the meeting of said Authority on November 4, 2019 and is recorded in the Minutes of the Authority.

In Witness Whereof, I have hereunto set my hand and the corporate seal of this Authority this 4th DAY of NOVEMBER, 2019.



Mary Clare Kingsley
Assistant Secretary

THE ZONING HEARING BOARD OF THE CITY OF SCRANTON HEREBY GIVES NOTICE THAT IT WILL CONDUCT A PUBLIC HEARING AT CITY HALL, 340 N WASHINGTON AVE., CITY COUNCIL CHAMBERS (2nd Floor) ON WEDNESDAY, NOVEMBER 13, 2019 @ 6 PM, TO CONSIDER, DELIBERATE, DISCUSS AND/OR TAKE OFFICIAL ACTION ON ANY MATTER THAT MAY LAWFULLY COME BEFORE IT AND TO CONSIDER THE FOLLOWING APPLICATIONS:

- 1) Robert Stott, Jr. Seeks Variance to construct a personal use, storage only garage at 2146 Wayne Ave. R-2 Zone**
- 2) Niam Kurtovic, Seeks Variance/Special Exception to reestablish 3 unit apartment building, 148-150 S Bromley Ave. R-2 Zone**
- 3) Maria Fernandez, Seeks Special Exception to convert from one non-conforming use (hair salon) to another (retail sales), 512 N Main Ave. R-20 Zone**
- 4) Peter Spano seeks Variance from to construct a Major Convenience Store (5,000 sf) including 6 gasoline pumps at 1554 Sanderson Ave. (Sanderson Ave. and Green Ridge St., former site of the Green Ridge Nursing Home) R-2 zone**

CONTINUED UNTILL 12/11/2019

ANYONE INTERESTED IN BECOMING A PARTY TO THE ABOVE LISTED CASES ARE DIRECTED TO CONTACT THE CITY ZONING OFFICER @ 570-348-4280. SHAWN WALSH, CHAIRMAN, SCRANTON ZONING BOARD. PUBLIC PARTICIPATION WELCOME.

RECEIVED

NOV 14 2019

OFFICE OF CITY
COUNCIL/CITY CLERK

RECEIVED

NOV 14 2019

OFFICE OF CITY
COUNCIL/CITY CLERK

SINGLE TAX OFFICE
CITY OF SCRANTON, PENNSYLVANIA

FINANCIAL STATEMENTS

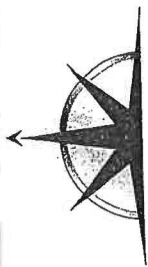
FOR THE YEAR ENDED DECEMBER 31, 2017



SINGLE TAX OFFICE
CITY OF SCRANTON, PENNSYLVANIA

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JOSEPH M. ALU
& ASSOCIATES, P.C.

INDEPENDENT AUDITOR'S REPORT

Roseann Novembrino, City Controller
City of Scranton, Pennsylvania and
Scranton School District Board of
Directors

We have audited the accompanying modified cash basis financial statements of the governmental activities, the fiduciary activities, and aggregate remaining fund information of the Scranton Single Tax Office, as of and for the year ended December 31, 2017, and the related notes to the financial statements, which collectively comprise the tax office's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with the modified cash basis of accounting described in Note 1; this includes determining that the modified cash basis of accounting is an acceptable basis for the preparation of the financial statements in the circumstances. Management is also responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Governmental Auditing Standards* issued by Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective modified cash basis financial position of the governmental activities, the fiduciary activities and the aggregate remaining fund information of the Scranton Single Tax Office, as of December 31, 2017, and the respective changes in modified cash basis financial position and, where applicable, cash flows thereof the year then ended in accordance with the modified cash basis of accounting described in Note 1.

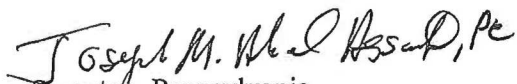
Basis of Accounting

We draw attention to Note 1 of the financial statements, which describes the basis of accounting. The financial statements are prepared on the modified cash basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America. Our opinions are not modified with respect to this matter.

Other Matters

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements as a whole that collectively comprise the Scranton Single Tax Office's basic financial statements. The management's discussion and analysis on page 4, which are the responsibility of management, are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information has not been subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, we do not express an opinion or provide any assurance on it.


Scranton, Pennsylvania
September 12, 2019

SINGLE TAX OFFICE
CITY OF SCRANTON, PENNSYLVANIA

MANAGEMENT'S DISCUSSION AND ANALYSIS
DECEMBER 31, 2017

This Section of the Single Tax Office's (the Office) annual financial report presents management's discussion and analysis (MD&A) of the Office's financial activities during the year ended December 31, 2017. Please read it in conjunction with your review of the Tax Office's financial statements.

Financial Highlights for the year ended 2017

- The office collected \$163,734,453 of tax revenues and penalties during 2017.
- In 2016 and 2015 the office collected \$163,268,997 and \$159,569,476 respectively.

Overview of the Financial Statements

This discussion and analysis are intended to serve as an introduction of the Single Tax Office, City of Scranton, Pennsylvania basic financial statements. The basic financial statements consist of four components (1) the statement of fiduciary net position (2) the statement of changes in fiduciary net position and (3) statement of cash receipts and disbursements, and (4) notes to financial statements. The Single Tax Office is the Tax Collection Agent for the City, School District and Lackawanna County. It collects and disburses funds on behalf of these entities and they each provide payments to the Tax Office to support operations. The funds are custodial in nature, meaning they are not owned by the Tax Office.

Notes to the Financial Statements – The notes provide additional information that is essential to a full understanding of the data provided in the financial statements.

Other Information – This report includes certain supplementary information concerning the Single Tax Office, City of Scranton, Pennsylvania's financial information. This includes information broken down by fund.

Request for Information

This financial report is designed to provide those with an interest with a general overview of the Office's finances and to demonstrate the Office's accountability for the money it receives on behalf of the several taxing authorities. Questions concerning this report or requests for additional financial information should be directed to William Fox, 123 Wyoming Avenue, Scranton, Pennsylvania 18503.

SINGLE TAX OFFICE
CITY OF SCRANTON, PENNSYLVANIA

STATEMENT OF FIDUCIARY NET POSITION
FIDUCIARY FUNDS
DECEMBER 31, 2017

	Agency Fund
ASSETS	
Cash and cash equivalents	\$ 595,930
TOTAL ASSETS	<u>595,930</u>
LIABILITIES AND FUND BALANCE	
Amounts held for refunds	<u>608,335</u>
TOTAL LIABILITIES	<u>608,335</u>
NET ASSETS	
Amounts held for refunds and distribution net of operating expenses	<u>(12,405)</u>
TOTAL NET ASSETS	<u>(12,405)</u>
TOTAL LIABILITIES AND NET ASSETS	<u>\$ 595,930</u>

See notes to financial statements and independent auditor's report.

SINGLE TAX OFFICE
CITY OF SCRANTON, PENNSYLVANIA

STATEMENTS OF CHANGES IN FIDUCIARY NET POSITION
FIDUCIARY FUNDS
YEAR ENDED DECEMBER 31, 2017

ADDITIONS

Net collections for 2017	\$163,734,453
Operating income	125,500
Interest	1,936
Miscellaneous fee income	<u>35,775</u>

Total Additions	<u>163,897,664</u>
------------------------	--------------------

DEDUCTIONS

Distributions and refunds	163,737,161
Administrative expenses	<u>172,908</u>

Total Deductions	<u>163,910,069</u>
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NET CHANGE IN FIDUCIARY POSITION	(12,405)
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NET FIDUCIARY POSITON – JANUARY 1, 2017	<u>5,060</u>
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NET FIDUCIARY POSITION – DECEMBER 31, 2017	<u>\$ (7,345)</u>
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See notes to financial statements and independent auditor's report.

SINGLE TAX OFFICE, SCRANTON, PENNSYLVANIA
STATEMENTS OF CASH RECEIPTS, DISBURSEMENTS AND CHANGES IN CASH BALANCES
YEAR ENDED DECEMBER 31, 2017

	Lackawanna County Fund	Scranton School District Fund	Operating Fund	City of Scranton Fund	Delinquent City Fund	Non-Res EIT Fund	Totals
<u>ADDITIONS</u>							
Real estate taxes	\$ 79,589,847	\$37,803,161	\$	\$ 31,241,094	\$ 1,514,656	\$ -	\$ 150,148,758
Discounts or penalties	(1,181,604)	(432,649)		(333,625)	181,714	-	(1,766,164)
Net Real Estate Collections	78,408,243	37,370,512		30,907,469	1,696,370		148,382,594
EIT delinquent	-	88,838		205,161	-	4,108	298,107
Miscellaneous Fees			35,775				35,775
Interest Income			1,936				1,936
LST collections	-	176,867		4,968,239	-	-	5,145,106
Subsidies from Taxing Authorities			125,500				125,500
Business Privilege/Mercantile collections	-	7,318,549		2,590,097	-	-	9,908,646
TOTAL ADDITIONS	\$ 78,408,243	\$44,954,766	\$ 163,211	\$38,670,966	\$ 1,696,370	\$ 4,108	\$ 163,897,664
<u>DISBURSEMENTS</u>							
Taxes remitted	\$ (74,533,985)	\$(37,370,513)		\$(30,907,469)	\$(1,696,370)		\$(144,508,337)
RE library distribution	(3,850,634)						(3,850,634)
Taxes remitted to TIF rev fund	(23,624)						(23,624)
LST distribution		(176,867)		(4,968,237)			(5,145,106)
EIT distribution		(88,837)		(205,162)		(6,812)	(300,811)
Business Privilege/Mercantile distribution		(7,318,549)		(2,590,098)			(9,908,649)
Administrative Expenses			(172,908)				(172,908)
TOTALS	\$ (78,408,243)	\$(44,954,766)	\$ (172,908)	\$(38,670,966)	\$ (1,696,370)	\$ (6,812)	\$(163,910,069)
Total checks to taxing authority/ Expenses	\$ (78,408,243)	\$(44,954,766)	\$ (9,697)	\$(38,670,966)	\$ (1,696,370)	\$ (6,812)	\$(163,910,069)
Fund Balance	\$ -	\$ -	\$ (9,697)	-	\$ -	\$ (2,704)	\$ (12,405)

See notes to financial statements and independent auditor's report.

SINGLE TAX OFFICE
CITY OF SCRANTON, PENNSYLVANIA

NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2017

Note 1 – Nature of Operations and Summary of Significant Accounting Policies

Nature of Operations

The Single Tax Office, City of Scranton, Pennsylvania (the Office) is the Collector of Tax for the following entities:

Real Estate Taxes – Current year

Lackawanna County (County and Library)
City of Scranton
Scranton School District

Prior year delinquent Real Estate Taxes

Business and Mercantile Tax

Earned Income Tax- 2011 and prior

City of Scranton
Scranton School District

Local Service Tax

City of Scranton
Scranton School District

Reporting Entity

The Single Tax Office, City of Scranton, Pennsylvania is a Special Purpose government which was created for the administration of the Collection of taxes for the County of Lackawanna, the City of Scranton and the Scranton School District. It manages Agency Funds and collects and distributes taxes for the taxing authorities. However, the Office is not a component unit of any governmental "reporting entity" as defined by the *Government Accounting Standards Board*, since Office management has decision-making authority, the power to designate management, the ability to significantly influence operations and primary accountability for fiscal matters. Additionally, the Office has no component units.

The Office's accounts are maintained on the modified cash basis of accounting, and receipts and disbursements recognize only cash when received and disbursed. The Office has no owned property or equipment. Therefore, receivables and payables, long-lived assets, accrued income and expenses and which would be recognized under accounting principles generally accepted in the United States of America and which may be material in amount, are not recognized in the accompanying financial statements

(continued)

**SINGLE TAX OFFICE
CITY OF SCRANTON, PENNSYLVANIA
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2017**

Note 2 - Cash

The Office's investment policy is to invest in: (1) United States Treasury Bills, (2) short-term obligations of the United States Government or its agencies or instrumentalities, (3) deposits in savings or time accounts or share accounts of institutions insured by the Federal Deposit Insurance Corporation or the National Credit Union Share Insurance Fund to the extent such accounts are so insured and, for any amounts above the insured maximum, provided that approved collateral as provided by the law therefore shall be pledged by the depository, (4) obligations of the United States of America or any of its agencies or instrumentalities backed by the full faith and credit of the political subdivision, and (5) shares of certain investment companies registered under the Investment Companies in (1) - (4) listed above, maintain a constant per share net asset value and are related in the highest category by a nationally recognized rating agency.

Note 3 - Real Estate Tax

County, City and School District Real Estate Taxes for the calendar year are levied on February 1 of the year. Tax payments received in February and March/April of the year are eligible for 2.5% and 2% discounts, respectively. A 10% penalty is assessed for payments of County taxes received subsequent to June 30. A 5%, 7.5% or 10% penalty is assessed for payments of City/School taxes received subsequent to June 30, September 30 or November 30, respectively. County, City and School taxes not collected by December 31 are considered delinquent. Delinquent County and School District taxes are collected by Lackawanna County Tax Claim Bureau; delinquent City taxes are collected by the City Treasurer.

The 2017 assessed values and millage rates for Real Estate Tax purposes are as follows:

	Assessed <u>Value</u>	Millage <u>Rate</u>
Lackawanna County		
County	\$1,521,429,058	53.60
Education	1,521,429,058	1.00
Library	1,521,429,058	2.82
City of Scranton	386,878,489	232.521 Land 50.564 Improvements
Scranton School District	386,878,489	123.770

(continued)

**SINGLE TAX OFFICE
CITY OF SCRANTON, PENNSYLVANIA
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2017**

Note 4 - Act 511 Taxes

Earned Income Tax (delinquent), Local Service Tax and Business Privilege/Mercantile Tax are the Act 511 Taxes collected by the Office for the City of Scranton and the Scranton School District.

The Earned Income Tax rate is 3.4% and 1%, respectively, on earned income of City residents and non-residents. The Office collects only delinquent Earned Income Taxes, of which 2.4% is remitted to the City and 1.0% to the School District for residents and the 1% for non-residents. Collections are remitted to the tax collector of the municipalities in which the non-resident employees reside.

A City Local Service Tax of \$156 on residents and non-residents is levied on all employees working in the City.

A City Business Privilege Tax of .001 mills and a School District Business Privilege Tax of .00513 mills is levied on the gross receipts of taxable service businesses located in the City of Scranton.

A City Mercantile Tax of .001 mills is levied on the gross annual wholesale and retail sales business transacted in the City. A School District Wholesale Mercantile Tax of .000452 mills and a retail Mercantile Tax of .000679 mills is levied on such business transacted in the City.

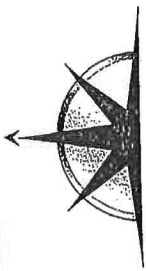
Note 5 - Contributed Property and Equipment

The Office is provided with office space paid for by the County of Lackawanna. This contribution is not recorded in the accompanying Statements of Cash Receipts, Disbursements and Changes in Cash Balances.

Note 6 - Contributed Administrative Costs

Employees of the Office are compensated directly by either the City, the School District, or both. In addition, the City and School District pay for employee benefits for personnel. These contributions are not recorded in the accompanying Statements of Cash Receipts, Disbursements and Changes in Cash Balances.

(concluded)



JOSEPH M. ALU
& ASSOCIATES, P.C.

INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING
AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL
STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

Roseann Novembrino, City Controller
City of Scranton, Pennsylvania
Scranton School District Board of Directors
Scranton, Pennsylvania

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the Single Tax Office, as of and for the year ended December 31, 2017, and the related notes to the financial statements, which collectively comprise the Tax Office's basic financial statements, and have issued our report thereon dated September 12, 2019.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Single Tax Offices control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Single Tax Office's internal control. Accordingly, we do not express an opinion on the effectiveness of the Single Tax Office's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

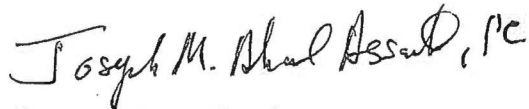
Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or, significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Single Tax Office's financial statements are free from material misstatements, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statements amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Governance Auditing Standards*. During our audit, we noted matters involving internal control and its operation that we have reported to management of the Single Tax Office, The Controller of the City of Scranton and The Scranton School Board in a separate letter dated September 12, 2019.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an internal part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



Scranton, Pennsylvania
September 12, 2019

FILE OF THE COUNCIL NO. _____

2019

AN ORDINANCE

APPROPRIATING FUNDS FOR THE EXPENSES OF THE CITY GOVERNMENT FOR THE PERIOD COMMENCING ON THE FIRST DAY OF JANUARY, 2020 TO AND INCLUDING DECEMBER 31, 2020 BY THE ADOPTION OF THE GENERAL CITY OPERATING BUDGET FOR THE YEAR 2020.

WHEREAS, it is in the best interests of the City of Scranton, and required by the Home Rule Charter, that the City pass a General City Operating Budget for the year 2020.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF SCRANTON that the 2020 General City Operating Budget is hereby approved and authorized in the form as attached hereto and made a part hereof.

SECTION 1. All ordinances or parts of ordinances inconsistent herewith are hereby repealed.

SECTION 2. If any section, clause, provision or portion of this Ordinance shall be held invalid or unconstitutional by any Court of competent jurisdiction, such decision shall not affect any other section, clause, provision or portion of this Ordinance, so long as it remains legally enforceable minus the invalid portion. The City reserves the right to amend this Ordinance or any portion thereof from time to time as it shall deem advisable in the best interests of the promotion of the purposes and intent of this Ordinance, and the effective administration thereof.

SECTION 3. This Ordinance shall take effect January 1, 2020.

SECTION 4. This Ordinance is enacted by the Council of the City of Scranton under the Authority of the Act of the Legislature, April 13, 1972, Act No. 62 known as the "Home Rule Charter and Optional Plans Law" and any other applicable law arising under the laws of the State of Pennsylvania.



DEPARTMENT OF LAW

CITY HALL • 340 NORTH WASHINGTON AVENUE • SCRANTON, PENNSYLVANIA 18503 • PHONE: 570-348-4105 • FAX: 570-348-4263

November 12, 2019

To the Honorable Council
Of the City of Scranton
Municipal Building
Scranton, PA 18503

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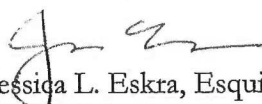
NOV 12 2019

OFFICE OF CITY
COUNCIL/CITY CLERK

Dear Honorable Council Members:

ATTACHED IS AN ORDINANCE APPROPRIATING FUNDS FOR THE EXPENSES OF THE CITY GOVERNMENT FOR THE PERIOD COMMENCING ON THE FIRST DAY OF JANUARY, 2020 TO AND INCLUDING DECEMBER 31, 2020 BY THE ADOPTION OF THE GENERAL CITY OPERATING BUDGET FOR THE YEAR 2020.

Respectfully,


Jessica L. Eskra, Esquire
City Solicitor

JLE/sl

**DEPARTMENT OF BUSINESS ADMINISTRATION**

CITY HALL • 340 NORTH WASHINGTON AVENUE • SCRANTON, PENNSYLVANIA 18503 • PHONE: 570-348-4118 • FAX: 570-348-4225

November 15, 2019

City Clerk
City of Scranton
340 North Washington Avenue
Scranton, Pa 18503

Re: 2020 Budget

Dear Ms. Reed:

According to Article Ms. Lori Reed IX, Section 902, of the Home Rule Charter, the Administration of the City of Scranton hereby submits the 2019 Operating Budget. The Budget document includes estimated income, including various taxes, fees, and other revenues for the fiscal year. Detailed proposed expenditures by department including employee-related expenses and capital expenditures are delineated. Proposed expenditures do not exceed budgeted revenues.

Should you have any questions or require additional information, please do not hesitate to contact me.

Sincerely,

David M. Bulzoni
Business Administrator
City of Scranton

2020 Budget Summary

Financial Overview

The City of Scranton 2020 budget includes variables not quantified by the time of submission. The budget also reflects the continuing impact of the City's financial crisis. From the 2015 to the 2020 budget, the City's land valuation decreased from \$91,832,420.00 to \$89,836,851.00, or \$1,995,569.00; the City's improvement value over the same budget period decreased from \$306,336,580.00 to \$296,473,758.00, or \$9,862,822.00. A \$10.00 million valuation decrease over a relatively short time period is not a hallmark of financial stability. The City will continue to strive to achieve manageable annual adjustments in both revenues and expenditures to avoid the punitive nature of double digit real estate tax increases. While the Pennsylvania Economy League in conjunction with the Amoroso Recovery Plan recommend incremental tax increases, this budget maintains real estate taxes at a constant level. The continued compression of real estate tax valuations is an ongoing concern in budget creation will remain a financial focal point. The 2017 budget was transitory from revenue assignments concluding the parking monetization transactions and the sale of the sewer assets; the 2020 budget reflects the execution of initiatives which will influence the City's financial outlook. A prospective change in refuse billings and collections, as well as the prospective migration from business privilege and mercantile taxes to the payroll preparation tax are impactful on the City's principal revenue drivers. As has been stated previously, revenue components such as real estate and earned income taxes would have been strained without the completion of the monetization initiatives.

An integral component of the restoration of fiscal stability is the assignment of real estate taxes through a segmented calculation which originated in the 2015 budget. The City of Scranton created a dedicated millage to meet total annual debt service and appointed a single point paying agent to manage those payments. This concept was well received by the financial markets and has been an integral part of the restoration of the City's credit worthiness and the achievement of a debt rating. The reduction in real estate tax budgeted debt service from \$14,713,139.50 in 2014 to \$10,327,948.90 in 2020 is representative of the City's efforts at achieving compliance with municipal debt ratios for peer cities. Thirty-three percent of real estate tax collections will be assigned to debt service using the above payment structure.

Real estate taxes will continue as a significant source of revenue in the 2020 budget. The intent of the 2020 budget is to maintain total millage at 2019 levels regardless of the compression in real estate valuations. The debt service allocation is based on the City's annual debt service requirement and adjusted accordingly. This process is based purely on an annual calculation and eliminates discretionary considerations from the evaluation process. The budget uses one-time variable revenue assignments through the sale of refuse receivables and/or a refuse amnesty as well as recurring means through the introduction of the payroll preparation tax and the subsequent phasing out of the current year business privilege and mercantile tax collections. The collection of delinquent business privilege and mercantile taxes will continue. The City anticipates a joint effort with the Scranton School District to collect the delinquent taxes.

The Minimum Municipal Obligation is stable in 2020, increasing by \$480,852. The City directed the reduction in the Plan discount rate to 7.50% from 8.00%; with a further reduction to 7.25%, which is

consistent with municipal peers throughout the Commonwealth. The City is concluding negotiations with the Commonwealth of Pennsylvania Department of Labor and Industry on the release of excess funds reserved for the self-funded Workers Compensation program. The intent is to create an Other Post-Employment Benefits (OPEB) Trust Fund to assist with future allocations for retiree benefits. The amount of the release subject to these negotiations is \$6.00 million.

The 2020 budget positions the City to further evaluate revenue maximization and expense containment. Analytic methodology is used for better identification of components of the City's taxes and fees. The City is undertaking a utility bill audit to identify savings as well as evaluating a grant funding maximization program. Those analytics and similar programs should result in better fee and tax clarification in future budget years. An effective storm water management program portends to be a principal initiative in 2020.

A realistic approach to expenditure budgeting will mirror the same approach to revenues. While several issues portend some significance for the City with the 2020 budget, the approach evaluates each budget category for savings realized through either achievable efficiencies or program alternatives to manage costs more effectively. The budget finally visits the effective salary issue through key position raises and creates or allows the option to create positions that add value to the City operation. This measure of sensibility with nonunion salaries has been devoid of any real methodology in prior budgets. A planned compensation review should use the results of peer city evaluations to further assist the process. A recently completed salary survey will assist the process. Once salaries have reached a level of equilibrium, raises may rotate every two years for the nonunion employee base.

In effect, the 2020 budget continues to pivot from crises to recovery as the City exits Act 47. The ability to sustain positive momentum will be critical; broad economic development initiatives, such as LERTA expansion and Opportunity Zone funding initiatives could have a measured impact on the City's continued improvement. Creating an active Redevelopment Authority will be instrumental in developmental initiatives.

On July 2, 2014, the City of Scranton took the initial steps in restoring long term fiscal stability and the repair of the City's creditworthiness by the unveiling of the Amoroso Plan. With the continued implementation of the Plan components and the incorporation of those provisions in the Act 47 Exit Plan prepared by the Pennsylvania Economy League, the fiscal framework for the City of Scranton is now intact and will serve as a guide to follow through the conclusion of 2019 and the anticipated exit from Distressed Status in 2020.

A sustainable City is achieved not only through the cost effective delivery of services, but through the value-added nature of the delivery of those services. Those services have many components, including ensuring safety at home, work, and leisure, protecting the vitality of our arts, cultural, and recreational amenities, improving and preserving our parks, and caring for the health and well-being of our citizens. While there is a cost that we all must assume to achieve that sustainability, we should expect to receive maximum value for those dollars expended. Managing those costs, achieving a measurable level of value for tax dollars, and using well founded budgetary principles will assure the future viability and vitality of the City of Scranton.

2020 General Fund Budget - Revenues

Real Estate Tax

Account Description

The Real Estate Tax is a primary revenue driver in the City of Scranton annual operating budget and is the most, generally, subject to adjustment. In the Commonwealth of Pennsylvania, real estate tax adjustments are affected to meet budgetary obligations by most municipalities, school districts and counties. Taxes are levied on the assessed value of all taxable real property. The City of Scranton values are compiled by Lackawanna County. The property tax rate is expressed either as a percentage or may also be indicated as a millage rate or mill levy.

The City of Scranton 2015 budget had initiated discussions about the segregated millage concept on land and improvements. Future discussions regarding the potential advantages of migrating to a single millage based on a total assessed valuation have also been considered. This concept was deferred for further evaluation and may resurrect when a Lackawanna County property reassessment is completed. The City's 2020 land rate is **232.521**. The 2020 improvement rate is **50.564**. (A mill is also stated as one-thousandth of a dollar.) The City's total millage rate in 2020 is **283.085**.

As noted previously, in departing from the usual assignment of taxes to operations, including debt service, the City created a debt service component from both levies. This concept was continued in the 2019 budget with an alteration to the assignment of this dedicated revenue. The use of a dedicated percentage of real estate tax revenue was memorialized in the legislative document authorizing the levy. The assignment will continue with an allocation of thirty-three percent (33%), which is an adjustment from the thirty-two percent (32%) of real estate tax revenue to meet debt service requirements in 2019. Again, the value of assessed City property has decreased significantly. Overall, debt service has decreased by 30%, principally through reductions funded by the sewer asset sale. The net debt service figure of \$10,774,198.90 is comparable to the 2018 budget amount of \$10,315,179.53. Debt service increased in 2019.

Total millage, therefore, remains constant at **283.085 mills**.

With the dedicated revenue component for debt service, the arbitrary use of this specific real estate levy component is eliminated. This debt service structure has improved the credit profile of the City following high profile defaults, most recently in 2012. The process also adds greater transparency and effectiveness to the discussion of transacting future debt because of the specific revenue assignment. This revenue component would be adjusted annually only to meet those specific debt service requirements. The City will continue to work with the designated Single Point Paying Agent, newly designated Fidelity Bank, to efficiently pay debt service throughout the budget year. The respective millage rate for land and improvements applied to the City's operational needs is also subject to adjustment annually.

Budget Highlights

- The real estate tax levy will remain level in 2020;
- The debt service revenue component is set a thirty-three percent (33%).

Landfill/ Refuse Fees

Account Description

The City has established a residential fee to fund essential refuse and mandated recycling collection programs. The annual fee was increased from \$178 per unit per year in 2013 to \$300 in the 2014 budget. The billing period was subsequently modified in 2014 to allow for two payments annually. The new initiative the City is presently evaluating for current refuse collections is joint effort with the Single Tax Office. A refuse fee may be embedded in the real estate tax bill beginning in either 2020 or 2021. This initiative would broaden the collection universe and increases the collection rate thereby enabling the City to reduce the fee. In theory the fee would generate the same amount of revenue based on the current real estate tax collection rate. The figure may be adjusted based on the initial collection experience. The optionality of this modification may be impacted by a reassessment of real property in Lackawanna County. The City anticipates the second phase would be the implementation of a hybrid pay-as-you-throw, or per bag regimen, in the subsequent fiscal year. This program phase would enable the City to further reduce the amount of the embedded refuse cost in the real estate tax bill, reduce landfill costs, and improve recycling.

Budget Highlights

- The City seeks to further evaluate a significant modification in collection protocol by embedding the refuse fee in the real estate tax bill;
- The City will seek to review alternative collection processes for delinquent refuse payments. The further review of programs for either a refuse amnesty program and/or the sale of refuse receivables is projected in the 2020 budget;
- The Department of Environmental Protection Refuse/Recycling evaluation was completed in 2018 and is the foundation of a 'pay-as-you throw' or hybrid program concept. The City anticipates the shift to this type refuse program may be implemented in conjunction with the 2021 budget upon further analysis in 2020. Program reviews are ongoing. The objective of the City is to identify a program method which favorably impacts program costs and increases recycling effectiveness.

Local Tax

Account Description

Local Taxes are a significant component of the City's revenue base. Presently included in the local tax levy is the City wage, mercantile and local services taxes. The City's wage tax is 2.4%; the total wage tax collected in the City of Scranton is 3.4%, as commonly stated, which includes the Scranton School District's 1% Wage Tax. The taxpayers submit payments to Berkheimer Associates, the designated collector of earned income taxes for Lackawanna County municipalities. With the exception of the current and delinquent wage taxes, the remaining Local Taxes are collected by the Single Tax Office. The Single Tax Office is the local tax collection agent for the City, School District and Lackawanna County and is singular to a Class 2-A city. Scranton is the only Class 2-A city in the Commonwealth. The City's Mercantile and Business Privilege Tax rate is a flat .1%. The Real Estate Transfer tax, which is collected by Lackawanna County, was reduced to 2.20% in 2018 and will remain constant in 2020. The City anticipates the elimination of the business privilege and mercantile taxes with the subsequent implementation of the payroll preparation tax in 2020. The payroll preparation tax was authorized under amendments to Act 47. If so elected, the City is required to levy the tax prior to the exit from Act 47. The tax rate on payrolls will be .28609% or 2.86 mills. The implementation timing remains subject to discussion.

Budget Highlights

- Real estate transfer tax collections have performed favorably since 2014. A constant collection level is projected in the 2020 budget following the .20% reduction in 2018. Wage Tax collections are projected to increase due to a favorable local economy but only marginally due to a "plateauing" effect. The payroll preparation tax will be subject to court approval;
- The improvement in Mercantile and Business Privilege Tax collection percentages through the use of analytics by the Single Tax Office was never fully realized. This cooperative effort between the City and Tax office will be revisited through a joint Request for Proposal for data analytics and collection services with the Scranton School District.
- With the Governor's signature of House Bill 1773 in 2014, the City has continued the tripling of the local services tax in the 2020 budget. The full amount calculated is based on total payrolls identified through wage tax collections. The City is subject to court approval annually to levy the tax.

Penalties & Interest - Delinquent Tax

Account Description

Penalties and Interest revenue is the result of individual and/or business' taxes which became delinquent. The City assesses a penalty on the delinquent balance.

Budget Highlights

- The amounts remain consistent with prior year collections.

Licenses and Permits

Account Description

Revenue is derived from the sale and issuance of licenses and permits. The Office of Licenses and Permits issues and administers all permit activity for the City of Scranton. In addition to issuing licenses and permits, this office conducts annual inspections on personal care homes, rooming houses and rental units, child day care centers (excluding in-home day care centers), hotels and food / drinking establishments within the City. This office also administers and issues other licenses for amusements, dogs, dumpsters, eating and drinking establishments, peddlers, entertainment, gas pumps, hauling, parking facilities, scales, scrap yards, transient activity and tree trimming.

The City will continue to receive fees through the third-party planning review process in 2020. A departmental initiative for 2020 is a continuation of an initiative to improve departmental efficiency. A recommendation was made to City Council to approve a firm to analyze the operation of the Department. While revenues increased significantly from 2018 forecasts, the overall budget is projected to remain consistent with prior years pending the outcome of the departmental evaluation and the possible impact on fees.

Budget Highlights

- Revenue fluctuations in prior budgets may be attributed to various factors impacting the collection of permit fees and licenses, including activity influenced by the state of the local economy;
- The City is seeking to improve departmental efficiency through the use of technology, including improving payment methods. Cash payments were eliminated in 2019 and check and credit card payments are presently the only payment options;

- The City will undertake a review of enacting ordinances to better identify the effectiveness of permitting activity through the a departmental evaluation;
- The City budget reflects an optimism that tax abatement legislation will have a positive effect on development;
- Foreclosure registry fees fund the Scranton Home Assistance Program created by the partnership between the City and Neighborworks Northeastern Pennsylvania. The partnership was formalized by legislation adopted on June 23, 2016. A home improvement grant program with a maximum allocation of \$5,000 is managed by Neighborworks from the receipt of foreclosure registry payments. The relationship with Neighborworks was expanded by the implementation of the Beautiful Blocks Program. This program was begun in 2019. The program received an initial funding injection through the release of escrow funds for the City's Rental Registration Program. Both programs have been well received and subscribed.

Fines, Forfeits, & Violations

Account Description

Fines, Forfeits, and Violations are collected from persons or businesses that violate state statutes or City ordinances. Historically, parking meter revenue was a budget component and was derived from a management agreement the City maintained for the operation of the on-street parking program. The program also included mobile parking services. Landmark concession lease legislation adopted by City Council on June 30, 2016 consolidated parking operations with the non-profit National Development Council (NDC), thereby eliminating revenues associated with the on-street program. Civilian Parking Tickets, which resulted from the 2015 agreement between the City of Scranton and the Fraternal Order of Police, and Quality of Life Tickets, will remain an integral component of this revenue category.

Budget Highlights

- Police Fines and The Civilian Parking Tickets are the principal revenue sources;

Interest Earnings

Account Description

Interest Income is derived from investing available cash in interest bearing accounts and does not include fee offsets through earnings allowances.

Budget Highlights

- The City of Scranton has two primary cash accounts which are subject to some balance seasonality: The General Fund and the Debt Service Account component of the General Fund. The debt service account is presently maintained with the Single Point Paying Agent to meet debt payment needs; the general fund is maintained for operations.
- The remaining proceeds associated with the sewer asset sale are invested subject to Act 10 of 2016 provisions. Those proceeds principally reside in dedicated funding accounts, including Special Cities and the Capital Budget.
- The City will seek to generate income from operating budget cash balances in 2019 in conjunction with improvements in earnings rates. To improve earnings, the City implemented a "sweep" program into a Treasury security based fund compliant with Act 10 of 2016. Interest earned from the program for 2019 exceeded \$298,000.00.

Intergovernmental Reimbursement

Account Description

Intergovernmental Reimbursement represents federal and state revenue received by City. Federal funds are typically derived from sources including the Community Development Block Grant which funds many City programs, including demolition of blighted structures and police enforcement. The State sourced funding contributes to the City's minimum municipal pension obligation. The amount of the state aid budget increases in 2020 by approximately \$250,000.00.

Budget Highlights

- The amount budgeted for the school resource officer line item was reinstated in 2017 for accounting purposes associated through the shared program with the school district.

Payment in Lieu of Taxes

Account Description

A payment in lieu of taxes ("PILOT") is made to compensate the City of Scranton for some or all of the tax revenue that it loses because of the nature of the ownership or use of a particular piece of real property.

Budget Highlights

- The 2020 budget year will be a continuation of the targeted contribution approach of the University of Scranton.

Departmental Earnings

Account Description

These accounts represent various departmental revenues earned through program operations. Revenue is generated by utility companies through roadway impact repairs, public safety report fees and public safety false alarm charges. False alarm charges were modified in 2014. The City eliminated the budget for meter revenue in 2017. Utility company fees were subject to litigation and the resulting settlement will impact fee collection through revised enacting legislations.

Highlights

- Impact repairs will be redefined through in the Street and Sidewalks ordinance.

User Fees

Overview

User Fees are collected by the Parks & Recreation Department for use of City property.

Budget Highlights

- The budget amount is consistent with current year projections.

Misc. Revenue/ Cable TV

Overview

This account represents funds received from various sources. The Cable TV franchise fee represents the primary portion of recurring revenue. The CATV budget reflects the execution of the revised contract.

Budget Highlights

- The City expects to receive an amount consistent with 2018 results.

Inter-fund Transfers

Account Description

This account represents reimbursements from third parties or transfers between City funds. Transfers from other funds include reimbursement from insurance companies relating to worker's compensation claims, excess recovery payments, grant funding reimbursement and other single revenue sources. The transfer of the annual liquid fuels payment is also listed. Under provisions of the law, these funds may be deployed only for eligible expenditures. The liquid fuels funding is based on the total miles of locally owned roads and streets plus the most recent U.S. Federal census figures on record. Funds are used primarily for the construction, reconstruction, and maintenance of City roads and streets. The budget also includes a transfer of funds to meet the debt service requirements of the proposed Pension Obligation Note.

Budget Highlights

- The City's Office of Business Administration has opted to a return to liquid fuels funds transfers to the general fund. The City used the fund as a standalone account in 2015. This change was recommended by the City's auditors;
- The liquid fuels transfer represents approximately 100% of the anticipated state allocation in 2018. Approximately \$640,000 of liquid fuels funds will be deployed to repay the Pennsylvania Infrastructure Bank paving loan and the Street Lighting lease, \$785,000 for eligible general fund expenditures, and \$850,000 for a 2020 roadway resurfacing project. The roadway resurfacing allocation is variable and may be changed to meet program demands. An increase in the roadway allocation therefore reduces the amount available to offset eligible expenditures. This change occurred in 2019 due to the program cost as bid.

Tax Anticipation Notes

Account Description

Tax Anticipation Notes are short term obligations issued by the City to sustain cash flow in anticipation of future tax revenues. The amount of issue has been consistent in recent years. The City issued a \$12.75 million Tax Anticipation Note in 2019

Budget Highlights

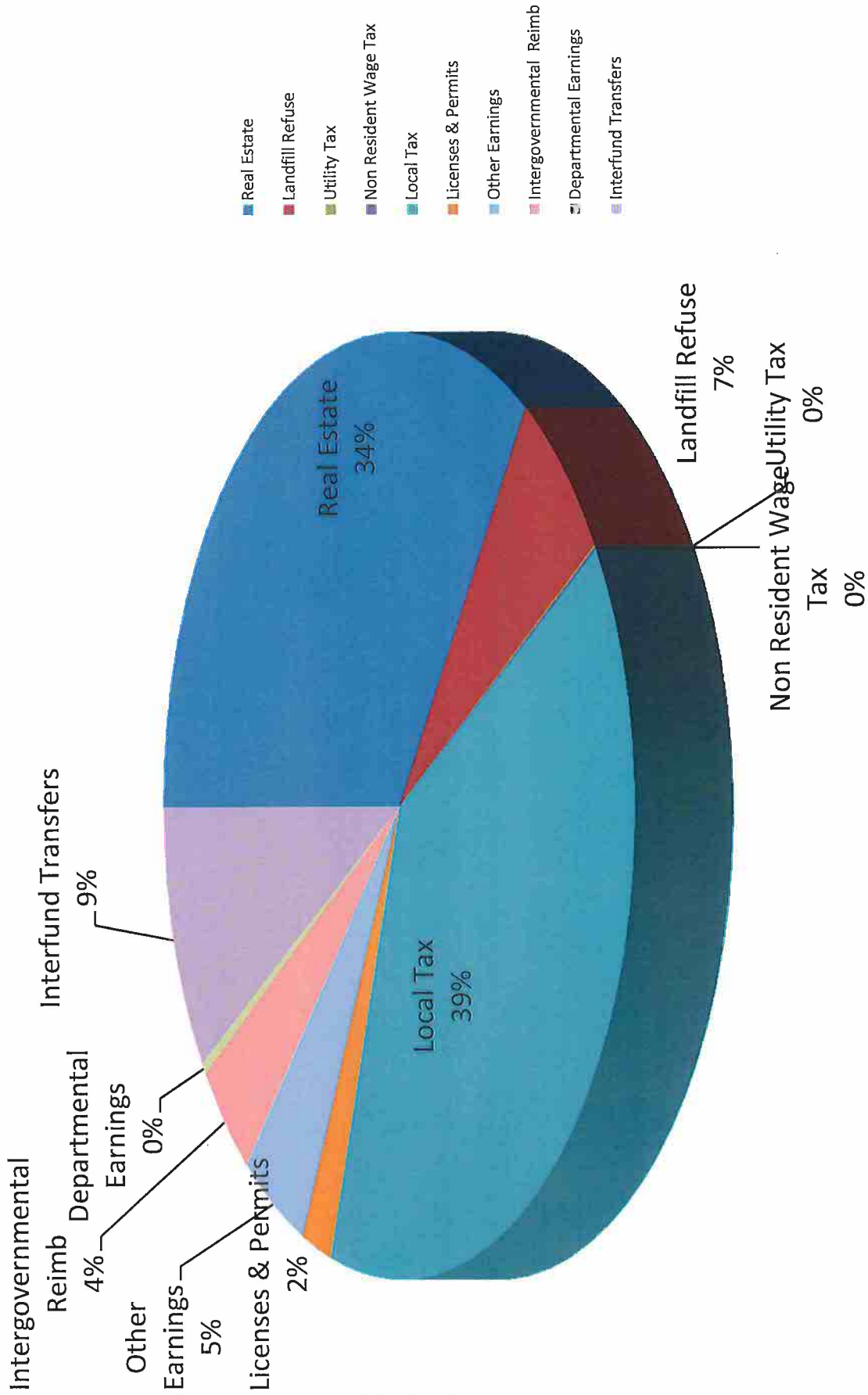
- The necessity of the Tax Anticipation Note is to fund operations until tax revenues are realized and to fund the Workers Compensation account by January 31. The City maintains a self funded Workers Compensation program. Improvements in the City's fund balance may lessen the amount of future annual borrowings, thereby reducing interest costs.

General Fund Revenues & Expenditures

Revenue Category	2019 Budget	2019 Oct YTD	2020 Budget
Real Estate Taxes	\$33,520,051	\$31,374,701	\$35,266,868
Refuse Revenues	\$7,267,500	\$6,126,701	\$6,796,250
Real Estate Transfer Tax	3,376,000.00	\$1,671,220	\$2,751,000
Earned Income Tax	\$29,212,533	\$21,021,102	\$28,860,288
Mercantile/Business Privilege Tax	\$3,585,250	\$2,301,938	\$2,575,000
Parking Tax	\$0	\$0	\$0
Commuter Tax	\$0	\$0	\$0
LST	\$4,653,335	\$2,499,847	\$4,950,000
Amusement Tax	\$385,000	\$7,841	\$295,000
PAYROLL PREP TAX	\$0	\$0	\$647,918
Utility Tax	\$75,000	\$0	\$75,000
Penalties & Interest	\$249,600	\$210,641	\$245,600
Licenses & Permits	\$1,992,004	\$1,975,825	\$2,038,164
Fines, Forfeits & Violations	\$347,850	\$469,033	\$551,100
Interest Earnings	\$150,000	\$298,853	\$275,000
Rents & Concessions	\$5,000	\$4,500	\$5,000
Intergovernmental Reimbursements	\$6,659,966	\$4,339,867	\$4,251,066
In Lieu of Taxes	\$250,000	\$242,588	\$250,000
Departmental Earnings	\$267,125	\$199,045	\$447,000
User Fees	\$45,500	\$30,596	\$40,000
MBROs	\$1,000	\$0	\$0
Miscellaneous Revenues	\$ 1,117,200.00	\$658,593	\$ 3,501,596.05
Bond Proceeds Other	\$0	\$0	\$0
Interfund Transfers	\$4,147,793	\$1,169,695	\$9,398,901
Total Revenues	\$97,307,707	\$74,602,586	\$103,220,751
Tax Anticipation Notes	\$12,750,000	\$12,750,000	\$12,750,000
State Loan Receipts	\$0	\$0	\$0
State Grant Receipts	\$0	\$0	\$0
Bond Issue Proceeds	\$1,000	\$0	\$0
Total Revenues	\$110,058,707	\$87,352,586	\$115,970,751

CITY OF SCRANTON					
2020 OPERATING BUDGET					
REVENUE SUMMARY					
	2019		2019 Actual		2020
	Operating Budget		Through (9.30.2019)		Operating Budget
CURRENT REAL ESTATE TAX	\$ 32,045,050.63		\$ 28,004,430.95		\$ 32,291,868.16
DELINQUENT REAL ESTATE TAX	1,475,000.00		3,370,270.51		2,975,000.00
LANDFILL/REFUSE FEES	7,267,500.00		6,126,701.04		6,796,250.00
UTILITY TAX	75,000.00		-		75,000.00
NON RESIDENT WAGE TAX	520,000.00		-		100,000.00
LOCAL TAXES (ACT 511)	40,692,118.03		27,501,947.50		39,979,205.52
PENALTIES & INT/DEL. TAX	249,600.00		210,641.23		245,600.00
LICENSES & PERMITS	1,992,004.00		1,975,825.09		2,038,164.00
FINES, FORFEITS & VIOLATIONS	347,850.00		469,033.03		551,100.00
INTEREST EARNINGS	150,000.00		298,853.22		275,000.00
RENTS AND CONCESSIONS	5,000.00		4,500.00		5,000.00
INTERGOVERNMENTAL REIMBURSEMENTS	6,659,966.00		4,339,867.05		4,251,066.00
IN LIEU OF TAXES	250,000.00		242,587.96		250,000.00
DEPARTMENTAL EARNINGS	267,125.00		199,045.00		447,000.00
RECREATIONAL DEPARTMENTS	45,500.00		30,595.75		40,000.00
MISC REVENUES/CABLE TV	1,119,200.00		658,593.01		3,501,596.05
INTERFUND TRANSFERS	4,147,793.00		1,169,694.79		9,398,901.00
TAX ANTICIPATION NOTES	12,750,000.00		12,750,000.00		12,750,000.00
TOTAL REVENUE	\$ 110,058,706.66		\$ 87,352,586.13		\$ 115,970,750.73

Summary of 2020 Revenue



CITY OF SCRANTON					
2020 OPERATING BUDGET					
BUDGETED REVENUES					
GENERAL FUND					
Account Number	Account Description	2019 Operating Budget	2019 Actual (Through 09.30.2019)	2020 Operating Budget	
01.301.30100	REAL ESTATE TAXES (calculated at 90%)				
01.301.30105	Real Estate Taxes	13,410,679.84	\$ 19,019,572.50	13,491,809.18	
01.301.30110	Real Estate Taxes				
01.301.30706	Real Estate Taxes	18,634,370.79	8,984,858.45	18,800,058.98	
01.301.30120	Real Estate Taxes	1,475,000.00	\$ 3,370,270.51	2,975,000.00	
	TOTAL REAL ESTATE TAXES	\$ 33,520,050.63	\$ 31,374,701.46	\$ 35,266,868.16	
	LANDFILL / REFUSE FEES				
01.302.30200	LANDFILL TIPPING FEE - @\$300 RATE IN 2018	5,612,500.00	4,844,545.64	5,600,000.00	
01.302.30210	DELINQ REFUSE DISP FEE	1,655,000.00	1,282,155.40	1,196,250.00	
	TOTAL LANDFILL/REFUSE FEES	\$ 7,267,500.00	\$ 6,126,701.04	\$ 6,796,250.00	
01.304.30400	UTILITY TAX	75,000.00	-	75,000.00	
01.305.30500	NON RESIDENT WAGE TAX	520,000.00	-	100,000.00	
	LOCAL TAXES				
01.310.31110	REAL ESTATE TRANSFER TAX (2.20)	3,375,000.00	1,671,220.46	2,750,000.00	
01.310.31115	DELINQUENT REAL ESTATE TRANSFER TAX	1,000.00	-	1,000.00	
01.310.31120	CURRENT WAGE TAX (2.4)	28,587,533.03	20,966,779.13	28,650,287.77	
01.310.31125	DELINQUENT WAGE TAX	105,000.00	54,322.57	110,000.00	
01.310.31160	MERCANTILE TAX 1.0 MILLS	1,605,000.00	1,166,242.59	1,250,000.00	
01.310.31190	MERCANTILE-DELINQUENT	100,000.00	41,619.53	50,000.00	
01.310.31205	LOCAL SERVICES TAX	4,653,335.00	2,499,846.56	4,950,000.00	
01.310.31260	DELINQUENT BUS. PRIV. TAX	400,000.00	78,446.04	175,000.00	
01.310.31290	BUS. PRIV. TAX 1.0 MILLS	1,480,250.00	995,629.79	1,100,000.00	
01.310.31291	PARKING TAX	-			
01.310.31292	COMMUTER TAX-PENDING COURT APPROVAL	385,000.00	7,840.83	295,000.00	
01.310.31295	AMUSEMENT TAX	-	-	647,917.75	
01.310.31296	PAYROLL PREPARATION TAX (25820 or 2.58 mills)	-	-		
	TOTAL LOCAL TAXES (ACT 511)	\$ 40,692,118.03	\$ 27,501,947.50	\$ 39,979,205.52	
	PENALTIES & INT / DELINQUENT TAXES				
01.319.31900	PEN/INT/DLQ REAL ESTATE	125,000.00	128,691.05	135,000.00	
01.319.31910	PEN/DLQ BUS. PRIV. TAX	75,000.00	42,370.18	55,000.00	
01.319.31930	ADVERTISING/RL EST.REGIS	100.00		100.00	
01.319.31940	TAX, REFUSE, DEMOLITION LIEN AND CONDEMNATION SEARCH FEES	49,500.00	39,580.00	55,500.00	
01.319.31950	FILING FEES- DELINQUENT ACCOUNT	-	-		
	TOTAL PENALTIES & INT/DEL. TAXES	\$ 249,600.00	\$ 210,641.23	\$ 245,600.00	

CITY OF SCRANTON					
2020 OPERATING BUDGET					
BUDGETED REVENUES					
GENERAL FUND					
Account Number	Account Description	2019 Operating Budget	2019 Actual (Through 08.30.2019)	2020 Operating Budget	
	LICENSES AND PERMITS				
01.320.32010	ELECTRICAL PERMITS	116,470.00	81,315.00	116,470.00	
01.320.32030	PLUMBER LICENSES	20,610.00	20,150.00	22,620.00	
01.320.32040	ELECTRICIAN LICENSES	34,400.00	36,830.00	34,400.00	
01.320.32050	MECHANICAL PERMITS	162,150.00	94,198.00	112,150.00	
01.320.32060	MECHANICAL LICENSES	32,500.00	32,575.00	32,500.00	
01.320.32070	CONTRACTOR LICENSES	85,000.00	109,425.00	85,000.00	
01.320.32080	SCALE LICENSES	3,500.00	4,480.00	3,500.00	
01.320.32110	BEVERAGE LICENSES	-	-	-	
01.320.32120	BUILDING PERMITS	636,324.00	570,998.20	636,324.00	
01.320.32130	JUNKYARD LICENSES	8,000.00	5,000.00	8,000.00	
01.320.32140	PARKING FACILITIES	1,250.00	1,350.00	1,250.00	
01.320.32150	SIGN HANGERS LICENSES	6,500.00	4,975.00	6,500.00	
01.320.32160	DOG & KENNEL LICENSES	13,000.00	25,906.50	13,000.00	
01.320.32170	LODGING LICENSES	25,000.00	22,360.00	25,000.00	
01.320.32180	EATING & DRINKING LICENSES	92,500.00	77,100.00	92,500.00	
01.320.32180	GASOLINE PUMP LICENSES	5,000.00	4,525.00	5,000.00	
01.320.32190	MUSIC MACHINE PERMITS	100.00	-	100.00	
01.320.32200	PINBALL MACHINE PERMITS	-	-	-	
01.320.32210	PLUMBER PERMITS	35,000.00	42,088.50	35,000.00	
01.320.32240	SIGN PERMITS	40,000.00	51,543.36	40,000.00	
01.320.32250	TEMP. PEDDLER PERMIT	12,500.00	11,200.00	12,500.00	
01.320.32290	TRANSIENT MERCHANT LICENSES	500.00	50.00	50.00	
01.320.32300	POOLS & BILLIARDS LICENSES	21,000.00	22,400.00	21,000.00	
01.320.32320	DAILY ENTERTAINMENT LICENSE	-	-	-	
01.320.32330	ELECTRONIC MACHINE PERMIT	100.00	-	100.00	
01.320.32332	VIDEO AMUSEMENTS	4,500.00	20,150.00	19,000.00	
01.320.32335	AMUSEMENT RIDES	4,500.00	7,540.00	4,500.00	
01.320.32336	DUMPSTER PERMITS	2,500.00	-	100.00	
01.320.32337	ARCADE LICENSES	-	-	-	
01.320.32340	NON-CLASS LIC. & PERMITS	4,500.00	4,250.00	4,500.00	
01.320.32345	SECOND-HAND DEALER REVENUE	2,500.00	2,359.00	2,500.00	
01.320.32360	SIGN PERMITS/CONSTRUCTION	100.00	-	100.00	
01.320.32380	RENTAL INSPECTIONS	5,000.00	9,200.00	5,000.00	
01.320.32390	CHILD DAY CARE	3,500.00	6,330.00	3,500.00	
01.320.32400	PERSONAL BOARDING CARE	-	-	-	
01.320.32420	SANITATION HAULER FEE	250,000.00	364,000.00	275,000.00	
01.320.32430	HOUSING RENTAL LICENSES	1,000.00	10,786.50	1,000.00	
01.320.32450	BUILDING CODE STATE FEE	325,000.00	\$ 308,882.03	375,000.00	
01.320.32460	THIRD PARTY PLAN REVIEWS	37,500.00	23,900.00	45,000.00	
01.320.32470	FORECLOSURE REGISTRY	\$ 1,992,004.00	\$ 1,975,825.09	\$ 2,038,164.00	
	TOTAL LICENSES & PERMITS				

CITY OF SCRANTON					
2020 OPERATING BUDGET					
BUDGETED REVENUES					
GENERAL FUND					
Account Number	Account Description	2019 Operating Budget	2019 Actual (Through 09.30.2019)	2020 Operating Budget	
	FINES, FORFEITS & VIOLATIONS				
01.330.33000	FINES & FORFEITS/MISCELLANEOUS				
01.331.33100	POLICE FINES	100.00	-	100.00	100.00
01.331.33118	PARKING TICKETS-	165,000.00	276,695.32	2,000.00	345,000.00
01.331.33119	PARKING TICKETS-POLICE ISSUED	-	2,279.25		2,000.00
01.331.33120	CIVILIAN PARKING TICKETS	12,000.00	10,700.00		11,000.00
01.331.33121	QUALITY OF LIFE TICKETS-	100,000.00	102,225.00		135,000.00
01.331.33130	FINES & PENALTIES - STATE	35,000.00	56,440.00		20,000.00
01.331.33145	PARKING METER PERMITS	35,000.00	20,213.46		37,500.00
01.331.33155	TAXI DRIVER PERMITS	750.00	480.00		500.00
01.331.33165	POLICE TOWING/STORAGE FEES	-	-		-
	TOTAL FINES, FORFEITS & VIOLATIONS	\$ 347,850.00	\$ 469,033.03	\$	\$ 551,100.00
	INTEREST EARNINGS				
01.341.38525	INTEREST-CASH-CHECKING	150,000.00	298,853.22		275,000.00
	TOTAL INTEREST EARNINGS	\$ 150,000.00	\$ 298,853.22	\$	\$ 275,000.00
	RENTS AND CONCESSIONS	\$ 5,000.00	\$ 4,500.00	\$	\$ 5,000.00
01.342.34200					
	INTERGOVERNMENTAL REIMBURSEMENT				
01.350.35002	OECD REIMB - DEMOLITION PROGRAM	-	-		-
01.350.35020	SUPL STATE AID PENSION	3,600,000.00	3,978,627.78		3,850,000.00
01.350.35060	DCA ACT 47 LOAN	100.00	-		100.00
01.350.35070	ACT 47 AND OTHER GRANTS		9,700.00		15,000.00
01.350.35100	FEMA EMERG PMTS	2,773,900.00	136,653.78		100,000.00
01.350.35115	ACT 13 UNCONVENTIONAL GAS WELL FUND USAGE	-	-		-
01.350.35130	FEMA PAYMENTS- FIRE SAFER GRANT	285,866.00	214,885.49		285,866.00
01.350.35140	REIMBURSEMENT SCHOOL RESOURCE OFFICERS	100.00	-		100.00
	PRIOR YEAR REIMBURSEMENT SCHOOL RESOURCE OFFICERS		-		-
	TOTAL INTERGOVERNMENTAL REIMBURSEMENTS	\$ 6,659,966.00	\$ 4,339,867.05	\$	\$ 4,251,066.00
01.359.35900-35940	IN LIEU OF TAXES	\$ 250,000.00	\$ 242,587.96	\$	\$ 250,000.00

CITY OF SCRANTON					
2020 OPERATING BUDGET					
BUDGETED REVENUES					
GENERAL FUND					
Account Number	Account Description	2019 Operating Budget	2019 Actual (Through 09.30.2019)	2020 Operating Budget	
	DEPARTMENTAL EARNINGS				
01.360.36010	Departmental Earnings			6,500.00	
01.360.36020	PARKING METERS		6,020.00		
01.360.36020	BOARD OF ZONING/PLANNING COMMISSION	27,125.00	22,373.00	22,500.00	
01.360.36030	PAVE CUTS - PAWC	110,000.00	69,188.00	83,000.00	
01.360.36035	PAVE CUTS - UGI ENERGY	90,000.00	8,594.00	245,000.00	
01.360.36040	PAVE CUTS - OTHER	15,000.00	25,150.00	27,500.00	
01.360.36050	REPORT COPIES-FIRE/POL		-		
01.360.36050	FIRE/POL BURGLAR ALARMS	25,000.00	67,750.00	62,500.00	
01.360.36060	TOTAL DEPARTMENTAL EARNINGS	\$ 267,125.00	\$ 199,045.00	\$ 447,000.00	
	USER FEES	45,500.00	30,595.75	40,000.00	
	MISC REVENUES/CABLE TV				
01.380.38000	OTHER-NOT CLASSIFIED	200,000.00	86,612.10	100,000.00	
01.380.38004	PA LCB LICENSE FEES	65,000.00	57,250.00	67,500.00	
01.380.38010	CATV REVENUE	850,000.00	514,730.91	975,000.00	
01.380.38020	DONATED REVENUE	100.00	-	100.00	
01.380.38030	OTHER FINANCING SOURCE	100.00	-	100.00	
01.380.38030	OTHER FINANCING SOURCE - SMALL CELL TOWER				
01.380.38040	MARKET-BASED REVENUE OPPORTUNITIES	1,000.00	-	100.00	
01.380.38060	REPAYMENT FROM ICE BOX DEVELOPMENT	1,000.00	-	1,000.00	
01.380.38070	PROCEEDS 2014 BOND ISSUANCE				
01.380.38860	PROCEEDS 2015 BOND ISSUANCE				
01.380.38865	SALE OF ASSETS	1,000.00	-	2,255,796.05	
01.380.38870	PROCEEDS 2017 BOND ISSUANCE				
01.380.38875	PROCEEDS OF 2018 BOND ISSUANCE				
01.380.38880	PROCEEDS OF 2019 BOND ISSUANCE				
01.380.38885	PROCEEDS OF 2020 BOND ISSUANCE	\$ -	-	-	
01.380.38890	TOTAL MISC REVENUES/CABLE TV	\$ 1,119,200.00	\$ 658,593.01	\$ 1,000.00	
	INTERFUND TRANSFERS				
01.392.39331	TRANSFERS IN FROM OTHER FUNDS	1,808,252.00	512,587.79	7,059,450.00	
01.392.39332	TRANSFERS IN FROM LIQUID FUELS	2,339,641.00	657,107.00	2,339,451.00	
	TOTAL INTERFUND TRANSFERS	\$ 4,147,893.00	\$ 1,169,694.79	\$ 9,398,901.00	
	TAX ANTICIPATION NOTES				
01.394.39320	TAN SERIES A	12,750,000.00	12,750,000.00	12,750,000.00	
01.394.39330	TAN SERIES B				
	TOTAL TAX ANTICIPATION NOTES	\$ 12,750,000.00	\$ 12,750,000.00	\$ 12,750,000.00	
	TOTAL REVENUE	\$ 110,058,705.66	\$ 87,352,586.13	\$ 115,970,750.73	

2020 General Fund Budget - Expenditures

Summary Highlights

The 2020 budget continues the process of investment and fiscal management in conjunction with the Revised Recovery Plan and Exit Strategy. The value-added component is apparent through continued capital allocations, specifically in information technology. The delivery of city services continues to evolve with technology as a principal foundation for each department. In addition to fulfilling the contractual responsibilities the City maintains with the respective unions, through salary, staffing, and manning requirements, the City is seeking to effectively deliver all services, and not just those assumed by our union employees, in an effective manner whereby residents and businesses will receive value for their tax dollars. The delivery of value is the basis for justification for the present tax base.

The City of Scranton employee base must be viewed as an asset when evaluating the delivery of services. Limited and targeted additions to staff are included in the budget only when a determination is made that those positions either add measurable value and efficiency to the departmental operation, or are offset by either program savings or revenue production.

To more effectively maintain and deliver services, additions to staff will occur in the Solicitor's Office and the Department of Public Works. Optional salary components are available for additions in the Mayor's Office and the Fire Department. The Solicitor's Office will seek to employ additional full time legal employees to better manage the case load which increasingly is assumed by outside counsel. The Parks Department director's assistant position will be eliminated as a conflict was created with the union responsibilities. Casual employees will also be added and designated for additional parks and recreation responsibilities. A fleet coordinator position will be added in the Department of Public Works to better manage the new gas card and the GPS programs.

The City continues to improve the delivery of services through an aggressive capital improvement and acquisition program. Major parks initiatives are either planned or underway. Measurable roadway improvements will continue in the 2020 budget. Capital acquisitions will continue but will be limited and will affect service-oriented departments.

Technological improvements will influence the City's future success by assuring a more effective delivery of services, with limited staffing availability, at reasonable costs. The redefinition of the delivery of City services will continue through the use of technological innovations.

Mayor's Office

Department Description

The Mayor might be considered the Board Chairman and Chief Executive Officer of the City. The Mayor's Office is administered by an Executive Secretary and an Administrative Secretary, which was a full-time addition to the budget in 2018. An optional salary component was added for a chief of staff position.

The Mayor's Office coordinates the activities and initiatives of City government to ensure that services are provided in an efficient and effective manner and citizens have a voice in the responsible delivery of those services.

2020 Budget Highlights

- The dues to the membership subscription in the Pennsylvania League of Cities will continue in 2020. A more active role in this organization is recommended.

City Clerk/ City Council

Department Description

The Scranton City Council constitutes the legislative branch of the City government. As such, it enacts all ordinances, resolutions, levies taxes, appropriates monies for government operations, and holds weekly public meetings.

The City Council is comprised of five elected members. Activities include attendance at committee meetings and individual involvement with City Departments, the Mayor, City residents, and civic organizations.

2020 Budget Highlights

- Funding is continued under Services and Maintenance budget for the Granicus system, which has proven very advantageous to disseminate information.
- Professional services include costs associated with audit completion, stenographic services, and legislative document storage costs.

City Controller

Department Description

The City Controller maintains an encumbrance system of budget operations. The Controller's Office works closely with the Office of Business Administration and department heads to compile such information regarding city properties and obligations, and monitors and reviews city income and expenditures as are deemed necessary to carry out these duties. The Controller furnishes the Mayor and Council with monthly reporting on these matters. The reports are typically submitted within two (2) weeks after the close of the month. The Controller also submits such other reports as necessary and proactively assists all City departments with information to fulfill bidding and purchase requirements properly.

The City Controller reviews all vouchers for the expenditure of city monies for verification that such expenditures are within the respective budget allotment. The City Controller authorizes and signs vouchers before presentation to the City Treasurer for payment. In so doing, all pre-audit claims and demands against the city prior to the payment function are supported. Approval for payment vouchers are made only if the Office is satisfied that payments are processed in accordance with law.

2020 Budget Highlights

- An outlay of \$35,000 was budgeted in the Professional Services category to completed audits for the Single Tax Office and the gas card program.

Business Administration

Department Description

The Department of Business Administration is directly responsible for planning, direction and monitoring of departmental activities, both within the Department of Business Administration and throughout the City. The operating divisions of the Department delivering general governmental services include: Administration, Human Resources, Information Technology, and Treasury. The overall function of the Office of Business Administration supports initiatives involving policy formulation, human resource management, accounting support, purchasing, technology support, and fiscal management and major City initiatives. The Department evaluates administrative and

operational functions and reviews business processes, thereby ensuring optimal use of available resources.

The **Bureau of Administration** develops the City's annual budget; implements the Mayor's financial and management policy agenda for departments; and monitors budget performance throughout the year. It also assesses the City's economic environment, forecasts revenues, monitors revenue collections, and evaluates new revenue and expenditure proposals, providing the basis for operational and strategic planning. This bureau is also responsible for the procurement of goods and services for the various City Departments and has proactively initiated major projects within the City. The departmental responsibilities have evolved to include project initiation and management as well as the ongoing financial responsibilities

The **Bureau of Human Resources** provides personnel, payroll, and support functions including benefit administration, recruiting, and hiring services. This office provides support and resolution pertaining to employee issues, staff development, safety initiatives, contract negotiations, and disciplinary matters to ensure compliance with City rules, policies, and procedures. The Department has direct responsibilities with oversight of the City's insurance and workers compensation programs.

The **Bureau of Information Technology** is the central information technology and telecommunications source for all departments within the City of Scranton. With the many technological changes impacting the City operation, the Information Technology department has become the central hub controlling all City operations. The department's value is immeasurable. This department provides project management, business analysis, data network, telephone, application development, software and hardware support and electronically delivered communication services for internal users, as well as the evaluation of new initiatives in this rapidly changing technological environment. Increasingly, this department has become the foundation for all City operations.

The **Bureau of Treasury** collects, reconciles, records, and deposits City revenues; disburses money as required by City rules; manages the City's cash and investments; and acts as the fiscal custodian of all funds received by the City of Scranton. The Department also has had direct oversight responsibilities for the billing and collection of refuse payments although contemplated changes in this program will likely redefine the functions of this department.

2020 Budget Highlights

Bureau of Administration

- The **Bureau of Administration** budget will continue with the current staffing complement.
- The Professional Services budget will decrease with the completion and partial payment for the traffic sign management system. The budget will continue to be expansive because of its collective nature for many related costs associated both current and proposed capital projects. Generally, these costs support related engineering and design services or professional contracts not specifically embedded into the various departmental budgets.
- Increases in health insurance for clerical and nonunion employees are forecast at manageable levels. While the City is self-insured, individual claims may impact the annual costs associated with program delivery. The City continues to implement wellness programs in conjunction with the creation of the Workers Compensation Safety Committee.
- The non-uniform pension contribution will increase by 11% due to adjustments in the City's actuarial requirements following the acceleration of the Minimum Municipal Obligation. The most recent plan valuation was completed in 2019.
- Operating transfers to the Workers Compensation Trust Fund will continue to decrease. The 5.78% decrease follows the decrease by 11.8% in the 2019 budget. This funding requirement occurs annually and is actuarially determined. The City maintains a self funded Workers Compensation program. Favorable recent activity impacted by more effective program management is expected to continue to reduce this cost in coming years.
- Bank fees and charges are more reflective of actual bank account activity and do not incorporate transaction related fees. The City implemented a "sweep" investment program in 2019 in conjunction with the increase, albeit temporary, of market interest rates. The program has generated significant earnings to date.

Bureau of Human Resources

The **Bureau of Human Resources** salary budget was increased in 2016 to include an addition to staff to manage the City's Workers Compensation program. While the City's historic program management had not been viewed favorably by the Commonwealth of Pennsylvania, great strides have been made in cost savings through case settlements undertaken by this position. The position was not filled in 2019. Every effort will be made to find a qualified prospective employee to fill the position as its value has been demonstrated. The Workers Compensation program is self-funded and the prior four-year certification filings have occurred on a timely basis following tardy prior submissions. This addition to

staff has had a critical role in addressing those concerns expressed by the Department of Labor and Industry regarding the effectiveness of the management of the City program. Improvements will continue with safety management and claims administration. As a result of these improvements, the City has engaged the Department of Labor and Industry in 2019 to review the criteria associated with the reserve funding requirements for the program. Negotiations are substantially completed for the release of excess funds into an Other Post-Employment Benefits (OBEB) Trust Fund. This discussion with the Department began in 2015.

- The Professional Services budget includes costs associated with the random drug testing program, safety and wellness programs, legal and arbitration fees associated with Compensation and Heart and Lung cases;
- The stationary/office supplies budget includes costs of equipment acquisitions associated with the departmental safety and environment review as authorized by the City of Scranton Safety Committee;
- Insurance costs are forecast to remain stable with a minor increase in property and casualty rates.

Bureau of Information Technology

The **Bureau of Information Technology** continues to drive the progression of the City through the upgrade of hardware and software in each department. The Department also coordinates efforts to evaluate the delivery of services to the City, such as telephone services. The City completed the upgrade of the financial accounting system software in the second quarter of 2015. The system was last upgraded in 2004. The City of Scranton now has a much greater reliance on technology for the operation of all departments, especially the police department. Technological initiatives are planned in 2019 in the Department of Public Works as well as continued improvement of police services. Prospective improvements will likely occur in the Department of Licenses and Permits following the upcoming departmental evaluation. Technological support has been greatly enhanced through the 2015 addition of the Information Technology Manager.

- The Department had dedicated significant effort to the implementation of the Police Records Management System. The Department is actively supporting this installation of the wireless Law Enforcement Records Management System in conjunction with the upgrade of the County of Lackawanna 911 system. The City was the first municipality in Lackawanna County to install the system;
- The Professional Services and Services and Maintenance fee budgets include costs associated with annual maintenance contracts, CCTV system, and video wall support as well as the up-fitting of technology in the police vehicles. The budget will also support the implementation of GPS services in City vehicles;

- The costs in dues and subscriptions are reflective of an expansion to the full Office 365 suite;
- The Materials and Supplies and Capital Expenditures budgets incorporate the continued need for computer replacement to replace outdated units. The budget also includes funds required to replace servers in City facilities. The City continues to replace outdated servers and network switches. The budget also includes the purchases associated with the fleet management software;
- The telephone system budget supports costs associated with police department body camera usage and improvements in bandwidth in city facilities;
- The training budget will be increased to provide additional staff training to bypass the need to add a network administrator to the budget;
- The capital budget includes costs associated with the replacement of outdated MTD's in police vehicles, additional servers, including those situated in the new Public Safety Building, access control updates, cameras at City facilities, including the parks system, a new central firewall, and another dedicated vehicle for the Department.

Bureau of Treasury

The **Bureau of Treasury** budget is reduced because of the prospective changes to the refuse billing program.

- The Office of Business Administration has assisted with the review of refuse billing and collection options. The City was recipient of services supported by a Commonwealth grant evaluating the structure of the refuse collection program to determine alternate methods of service delivery, specifically a pay-as-you throw or per bag concept. The City is reviewing the viability of a prospective transition to an embedded fee in the real estate tax bill. A further transition in 2021 to a hybrid pay-as-you-throw system to reduce costs both to the City and its residents will be a subsequent program evaluation. Additional reviews are ongoing in an effort to impact costs and efficiencies related to the delivery of the service. The implementation of an electronic recycling program would offer a service uniformly to all real estate tax payers with the advent of the redefined refuse billing protocol. The City will further engage the County to jointly deliver the service;
- The cost associated with the Tax Collection Committee expense is a pro-rated assignment based on an allocation of costs to the other participating Lackawanna County municipalities.

Office of Economic and Community Development

Department Description

The Office of Economic and Community Development ("OECD") manages the U.S. Department of Housing and Urban Development ("HUD") entitlement grants for the City of Scranton, as well as other funding for housing and neighborhood development initiatives. The Department leverages public and private funds to provide affordable housing, promote safe and livable neighborhoods, and stimulate economic development in Scranton.

2020 Budget Highlights

The Department initiatives support many economic development programs and capital improvements undertaken by the City. Departmental salaries are considered non-additions to the General Fund budget and receive federal funding support. Salary increases were included in the budget for Departmental employees.

Department of Licenses, Inspections & Permits

Department Description

The Department of Licenses, Inspections & Permits ("LIPS") has multiple responsibilities in support of varied City functions. The primary responsibility of the Department is the planning and regulation of land use and development in Scranton. The Department reviews building plans and site plans, processes zoning applications, and conducts inspections. This Department is also responsible for the administration and enforcement of the City's Construction Code and Zoning and Subdivision ordinances. The purpose of the Construction Code is to provide standards to safeguard life, health, property, and public welfare by regulating and controlling the design, construction, quality of materials, use, occupancy, location and maintenance of all buildings and structures within the City of Scranton. The Department also oversees the maintenance and improvements of all City buildings.

2020 Budget Highlights

- The continued departmental initiative for 2020 and subsequent years will be the incorporation of automation through the expanded use of options in the City's financial accounting system software. Providing a more user-friendly method of permit issuance and payment will be a critical evaluation component. The Information Technology Department will assist with a system review. Improvements such as changing the payment medium to credit cards has improved convenience;

- The City Planner was assigned to the Department in 2018;
- The Building Demolition line item had been expanded for greater activity in 2019 and will remain elevated;
- The departmental evaluation will be completed in 2020.

Department of Licenses, Inspections & Permits - Buildings

Department Description

The Department of Licenses, Inspections & Permits – Buildings (“Buildings”) provides comprehensive facility management and planning for all City Departments. This department is responsible for the operation and maintenance of City buildings, including City Hall, Police and Fire facilities, including the Public Safety Building, and the Department of Public Works.

2020 Budget Highlights

- The overall budget remains consistent with 2019. City officials will need to contemplate the approach to improvements to the municipal building. More comprehensive improvements were made to the City’s firehouses in the prior two budget years; a comprehensive energy improvement program will be undertaken for the Department of Public Works facility and police department headquarters, and will be coupled with the facility improvements planned for the public safety building. Continued improvements will be made to the City’s firehouses through the ESCO program, principally through lighting improvements.

Department of Law

Department Description

The Law Department serves as legal advisor to the Mayor and department heads of the City; represents the City in negligence actions; prosecutes all suits initiated on the behalf of the City; defends all cases brought against the City; and provides legal services to all City departments as well as the Single Tax Office, including preparing contracts and drafting ordinances.

2020 Budget Highlights

- Due to the volume of activity in the Office of the Solicitor, including the varied legal issues confronted by the City annually, the department will remove a part-time assistant City solicitor and add two full time solicitors. The staffing complement is consistent with Scranton's peer cities. Since the salary budget in 2018 for a full-time solicitor did not attract candidates, a more reasonable approach to the salary budget for these positions is taken. A Project manager was added to staff to assist in drafting Requests for Proposals and to assist with project monitoring and development. The position was not filled in 2019. The Professional Services budget is consistent with 2019 due to the unknown of filling the two solicitor positions and also to assist with the management of class action lawsuits, which require a specific degree of expertise. It remains unknown at the time of budget submission whether the City will seek to assume the legal responsibilities of the Scranton Sewer Authority.

Public Safety – Scranton Police Department

Department Description

The Scranton Police Department is responsible for the overall management, resource allocation and strategic direction of this component of public safety. This service delivery includes the development, evaluation and implementation of policies, procedures, programs, community initiatives, employee training and recruitment. The Department implements and manages police services for the City. The Department also establishes staffing levels necessary to provide adequate levels of policing. The Department plans, staffs, and implements police responses to major planned and unplanned events, natural disasters, major emergencies, and coordinates with other City departments and law enforcement agencies for such events. The Department is increasingly more technologically oriented which corresponds to the trend in effective public safety management. Costs associated with the many technological initiatives involving each department are reflected throughout the City budget and are specifically coordinated through the Department of Information Technology.

2020 Budget Highlights

- The Departmental budget is expected to increase approximately 3.36%;
- Health care costs are expected to increase by 13.60% due principally to an under-budgeting in 2019;
- The Professional Services and Services and Maintenance budgets are consistent with the increase in the use of designated software and associated maintenance fees;

- Net overtime salary levels are expected to remain consistent with the 2019 budget although the budget does not reflect reimbursements consistent with the 2018 budget;
- The Capital Expenditure budget will increase by \$75,000 to include patrol vehicle purchases, training simulator costs, additional firearms, and costs associated with the Public Safety Building, including plumbing and the paving of the parking lot;
- With the inclusion of the Animal Control budget in overall departmental responsibilities, the City will continue to maintain a more realistic contribution level to the Griffin Pond Animal Shelter which is generally the sole recipient organization of the City's animal control program. The program has stabilized from the time period where the Center had undergone personnel issues. The capital improvement program for the Shelter facility was completed last year. The delivery of animals to the Shelter had reached what may be deemed crisis proportions in 2014, and the City offered no contribution in 2013. The contribution uses an arithmetic calculation based on the number of pets brought to the Shelter from the City and a component of the pet license fee. With a dispersion of responsibilities for the maintenance of the program, funding in this budget will also include allocations to the Veterinary Emergency Referral Center, and, under the non-departmental category, St. Dogs and Cats.

Public Safety – Scranton Fire Department

Department Description

The Scranton Fire Department serves the needs of the Scranton community and its citizens through fire and emergency services. It also conducts a variety of prevention efforts and public education programs to promote fire safety throughout the community. Eight fire stations are manned and operated by the Department.

2020 Budget Highlights

- The City expects future staffing levels to remain relatively constant without SAFER grant support;
- Health insurance costs are projected to increase by 39% due to under budgeting in 2019;
- The Fire House improvement project has been substantially completed other than some finishing items and the replacement of lighting, which is part of the ESCO project;
- Capital acquisitions were reduced and include the replacement of turnout gear and the finishing items in the firehouses;
- Overtime is expected to be consistent with the 2019 budget;

- Pension costs are expected to increase by 5.00% due to the requirements of the revaluation completed in 2019.

Department of Public Works

Department Description

In 2018, the Department of Public Works was restructured to consist of five bureaus: Administration, Engineering, Highways, Refuse, and Garage; the Bureau of Parks & Recreation was designated as a separate department consistent with City of Scranton historical standards. The Department's responsibilities include year-round roadway maintenance and repair, weekly household trash collection services, design and construction management of streets, bridges, and public buildings, traffic engineering, street lighting and traffic signal maintenance coordination, and office operations and park maintenance.

The **Bureau of Administration** provides overall policy direction, management, and communication for the Department. The bureau coordinates financial initiatives related to the Department, as well as purchasing, and payroll services.

The **Bureau of Engineering** manages all activities involving technical support associated with private development and use of the City's street rights-of-way.

The **Bureau of Highways** is responsible for roadway maintenance, sweeping, and snow removal on public streets and alleys.

The **Bureau of Refuse** provides weekly trash collection services, including large item acceptance. The bureau is also responsible for the City's residential recycling program.

The **Bureau of Garage and Equipment Maintenance** services and procures vehicles and other equipment for the City of Scranton, including the oversight of the parts inventories, tools and other supplies, as well as the City's fuel purchase program.

The **Parks and Recreation Department** is responsible for the oversight and maintenance off the entire City park system; Nay Aug Park is managed by the Scranton Municipal Recreation Authority.

2020 Budget Highlights

Department of Public Works – Administration

- Health insurance costs are projected to increase by 19% due to under-budgeting 2019;
- The Professional Services budget is decreased since the cost of consulting services to complete an energy efficiency evaluation on the Public Works facility will be incorporated into the ESCO lease;
- The flood protection system maintenance line item in 2019 reflects funding received for flood control projects. Those projects should be funded directly by the federal and state agencies. The budget does include a matching amount for a prospective Briggs Street project incorporated into a grant application;

Department of Public Works – Engineering

- The budget is consistent with 2018.

Department of Public Works – Highways

- The budget is consistent with 2019;
- The Capital Expenditures budget was reduced to include only the acquisition dump trucks;
- The roadway resurfacing budget is consistent via a slight reduction to \$850,000 and again will be funded by the City's 2019 Liquid Fuels allocation. Additional funds may be allocated to the paving program through dollars assigned to eligible operating budget costs;

Department of Public Works – Refuse

- The Capital Expenditures budget includes an amount to purchase a refuse packer;
- Recycling includes an amount anticipated to fund an electronic component drop-off program although the program will require much greater evaluation and state Department of Environmental Protection approval.

Department of Public Works – Garage

- The Capital Expenditures budget was funded to continue the acquisition of new garage maintenance equipment;
- The Other Salary budget was funded for the prospective addition of another second shift mechanic.

Department of Parks and Recreation

The **Bureau of Parks & Recreation** provides a broad range of recreational programs and services to the residents of the City of Scranton, as well as maintenance and oversight of the City's parks system. The City's parks system encompasses 28 parks including 7 pools, 2 waterslides, and a dog park. The recent addition is the elevated park adjacent to the 500 Lackawanna Avenue residences. The park system offers many recreational activities to the residents of the City of Scranton. Additionally, the bureau provides logistical support to the many organization sponsored activities held within the geography of the City of Scranton. The rationale for the departmental segregation is based on the general deterioration of the parks system and the significance of projects in process, including improvements to Novembrino Park and the Linden Street Park. Crowley Park improvements were substantially completed in 2019. These projects are presently overseen with assistance by the Office of Business Administration.

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- Capital expenditures are generally a carry-over from the 2019 budget and include a component for funding improvements to the Novembrino Recreation Complex. Other improvements are

contemplated for Connell Park but have not yet reached the design phase. A brush and tree maintenance application is underway at Connell Park.

- The City will continue to seek Weston Fund allocations for the continued maintenance of Weston Field and Weston Park. A plan to prepare a five-year budget for improvements to the parks is recommended. The plan design will be funded by the Foundation.

Single Tax Office

Office Description

The Scranton Single Tax Office was created to administer the tax laws of the City of Scranton and the Scranton School District and to provide one single location for residents to conveniently pay various taxes. The Collector of Taxes, an elected official, supervises an office staff which strives to assess and collect all taxes in a fair and equitable manner. The City and School District assume an equal responsibility for the incurred wages and benefits associated with this office. In 2012, Berkheimer Associates began collecting the Wage Tax through an appointment from the Tax Collection Committee as designated under Commonwealth of Pennsylvania Act 32. The Tax office collects:

- Current Real Estate Taxes for Lackawanna County, the Scranton School District, and The City of Scranton;
- Local taxes including current and delinquent Scranton School District and City of Scranton Business Privilege and Mercantile Taxes, Amusement taxes, and the Local Services Tax;

2020 Budget Highlights

- The City and School District are considering a joint request for proposal for a delinquent business privilege and mercantile tax audit discovery and collection program in conjunction with the Single Tax Office. Contracts previously executed by the City and School District for their individual programs have expired;
- Salary increases are included in the budget for office employees based on the additional efforts required to manage changes to the City of Scranton refuse billing and payment program. The City is contemplating the inclusion of a refuse fee in the real estate tax bill;

- The Other Salary budget is funded for the possibility that the Single Tax Office is designated as collector of the Payroll Preparation Tax. The Office would be required to add personnel for the collection of the tax.

Non-Departmental Expenditures

Budget Description

The budget category of Non-Departmental Expenditures includes three distinct components:

- (1) Funding and Contributions for Boards/Commissions/and Non-Profits with City based functions.
- (2) Total principal and interest payments on direct debt obligations of the City, and listed separately, lease payments due during the fiscal year;
- (3) Total Miscellaneous, which includes prior year unencumbered and unpaid bills, court awards, and contingency expenditures.

Boards Commissions and Non-Profits

- The Scranton Plan contribution reinstates a financial commitment to the Plan previously suspended by the City. The 2019 budget included a \$150,000 contribution to assist with promotional activities for the prospective LERTA adjustments and the Opportunity Zone program; and a carryover \$50,000 to fund a matching component to install sidewalks at the Mt. Pleasant development site. The development project has been completed; the remaining component supports the aforementioned initiatives conducted on behalf of the Scranton Plan for the City;
- The Scranton Tomorrow budget is reflective of the City's annual contribution to the organization as Downtown Economic Revitalization Coordinator and as a prelude to the construction of a Business Improvement District. The budget includes an annual operating contribution, a targeted allocation from the Economic Development account, and a component of the University of Scranton allocation. This allocation mix is variable;
- The St. Cats and Dogs budget was maintained to accept any overflow of animal volume which exceeds the capacity of Griffin Pond. The volume of cats has transitioned to a degree from Griffin Pond to St. Cats and Dogs due to those capacity issues. The relationship with both shelter organizations has been effective for the City;

- The Shade Tree Commission budget will remain consistent with the prior year allocation, less the tree planting initiative in the downtown section;
- The City has paid for trail maintenance according to a contract with the Lackawanna Heritage Valley Authority. The funding responsibility is based on an arithmetic formula per each mile of train with the City geography. The budget identifies maintenance responsibilities for 2020;
- The initial budget allocation for the Ethics Commission is included and is consistent with the Civil Service Commission budget;

Total Principal and Interest Payments, Debt Obligations/Lease Payments

The City of Scranton will continue to dedicate a percentage of the real estate tax levy for debt service. The allocation does not include lease payments. The concept was modified from the 2016 budget which included dedicated debt service millage. Because of the complexity of calculating four millage components, the concept was collapsed to the traditional two millage components with a designated percentage for debt service. The 2018 Operating Budget concluded a complete re-profiling of the City's debt structure. In addition to the new debt issues related to the comprehensive parking transaction and the award settlement, the City completely refunded or defeased all remaining higher yielding debt. The only remaining pre-2014 debt series remaining is that of the 2002 Emmaus General Authority variable rate issue, which may be refunded to fixed rate debt if the City receives an investment grade debt rating in 2020 and interest rates increase.

A description of City debt transactions since 2014 follows:

New Debt Issuance Since 2014

Refinancing of 2009 and 2011 Defaulted Parking Loans

Issuer: The Parking Authority of the City of Scranton, Pennsylvania

\$3,828,480 Refunding Revenue Note, Series of 2014

Purpose: To refund, on an interim taxable basis, parking related loans that defaulted in 2012.

Average Rate of the Issue: 6.75% (has since been paid off as planned)

Settlement: December 2014

Pennsylvania Infrastructure Bank Loan

Issuer: The City of Scranton

\$2,420,000 General Obligation Note, Series of 2015

Purpose: (1) Funds for roadway improvements

Combined Average Rate of the Issue: 1.625%

Settlement: 2015

Financing of Judgment

Issuer: The Redevelopment Authority of the City of Scranton

\$29,810,000 Guaranteed Lease Revenue Bonds, Series A of 2016

\$7,920,000 Guaranteed Lease Revenue Bonds, Series AA of 2016 (Taxable)

Purpose: (1) Payments to City employees related to the 2012 Supreme Court Award, approximately \$1.6 million of which was deposited into the City's Pension Funds (negotiated per the Judgment) and (2) Approximately \$5.6 million to refund the outstanding Guaranteed Lease Revenue Bonds, Series of 2008 for interest rate savings

Combined Average Rate of the Issue: 4.56% (Series A: 3.98%) (Series AA: 5.95%)

Settlement: June 28, 2016

Financing of the Stranded Debt Related to the Parking System

Issuer: City of Scranton

\$32,850,000 General Obligation Notes, Series of 2016

Purpose: (1) Finance "stranded" debt related to the Parking System after receipt of the Concession payment, (2) provide approximately \$1.8 million funds for certain fire stations located in the City

Average Rate of the Issue: 3.73%

Settlement: August 30, 2016

Refinancing of the City's General Obligation Bonds, Series B of 2003

Issuer: City of Scranton

\$24,620,000 General Obligation Bonds, Series of 2017

Purpose: Refund the Series B of 2003 Bonds for approximately \$1.2 million in interest rate savings

Average Rate of the Issue: 3.63%

Settlement August 31, 2017

Pension Obligation Note, Series 2018

Issuer: City of Scranton

\$22,900,000 General Obligation Pension Note, Series of 2018

Purpose: Prefund the sewer asset sale escrow to accelerate the reduction in the 2018 and 2019 Minimum Municipal Pension Obligation.

Variable, Average Rate of the Issue: LIBOR plus 220 basis points (2.20%) currently 3.981%

Settlement: December 14, 2018

The principal balance is partially offset by the \$22,910,551.56 deposit into the Webster Bank Investment Account. Upon repayment, the City will owe the difference, or net value, based on the spread between the earnings rate and the note rate. The present interest earnings rate is 1.65%.

Bonds Paid Off Since 2014

Parking Related Debt

With the receipt of the Concession proceeds and the issuance of the Series of 2016 Notes, the City and Authority paid off the 2014 Bank loan, and the Guaranteed Parking Revenue Bonds Series 2004, 2006 and 2007 which totaled approximately \$51 million of principal.

Use of Sewer Proceeds & Other City Funds

The City has utilized a portion of the proceeds it received as a result of the sewer sale, committed debt service funds, and a contribution from bond insurer AMBAC to pay off several series of debt.

Approximately \$18.9 million to payoff the City's General Obligation Bonds Series A, B & C of 12 and Series A of 2013 which had rates ranging from 7.25% to 8.50%

Approximately \$8.9 million to payoff the Scranton Redevelopment Authority Guaranteed Lease Revenue Bonds, Series of 2006 which had rates of 6.10%

Approximately \$20 million to payoff the City's General Obligation Bonds, Series C & D of 2003 which had rates ranging from 4.90% to 5.60%.

To summarize, in 2014 the City had debt obligations (principal and interest) totaling approximately \$237 million (2039 final maturity) and an approximate annual debt service payment of \$14 million per year. It was also faced with defaulted parking loans, a parking system in receivership which was a drain on the General Fund with major capital needs which would further strain the General Fund, a large court judgement, and rapidly increasing MMO costs.

After the most recent refunding transaction, the City was left with an approximate annual debt service payment of \$10.6 million and a relatively short debt portfolio which pays off in 2032- 12 years from now. Over the life of the remaining bonds, the City will pay approximately \$148 million of debt service and its highest interest rate is 5.25%.

To highlight the only anticipated debt transaction impacting the general fund in 2020:

- The Tax Anticipation Note will be issue at approximately the same amount as 2019. The transaction will be completed on a negotiated basis as a private sale with M&T Bank, which is allowed under the Local Government Unit Debt Act. The private placement will yield 2.57%, which is favorable in the current interest rate environment.

Total Miscellaneous, including Contingencies and Unencumbered Expenses

-
- The Contingency budget is funded for non-budgeted emergencies, or when an individual budget is vastly exceeded due to emergencies;
 - Unencumbered expenses are payments carried over from the prior fiscal year which have not been subject to encumbrance;
 - The court award budget is expected to fund the remaining Award Settlement payments not resolved by the conclusion of 2019 and any litigation settlements resolved by the Law Department;
 - The Veterans Organization budget includes a \$10,000 contribution for Phase II of the Veterans Memorial project. The project is substantially completed;
 - The OPEB Trust Fund allocation is based on a recommendation from the City's auditor. The fund would be established for Other Postemployment Benefits, which may include Medicare reimbursements. The Government Finance Officers Association recommends as a best practice that governments prefund their obligations for postemployment benefits other than pensions once it is determined that the employer has incurred a substantial long-term liability, which is the case with the City of Scranton. If funded properly, the City may make long term investments to cover these obligations through a separate trust fund which should, over time, result in a lower total cost for providing postemployment benefits. Other examples of postemployment benefits might include health care or insurance premiums.

The City has received comments from the pension board fund manager in creating the fund. The City anticipates potential funding allocations once the logistics of the Workers Compensation Reserve fund reduction is finalized with the Department of Labor and Industry. The City received a Notice to Proceed letter issued to one of the Trustees dated November 8, 2019;

- The Targeted Expenses Budget will support contractual payment requirements for third party agreements which are performance based. As an example, the analytics and identification program implemented for the Single Tax office for the Business Privilege and Mercantile Tax Program requires a 20% compensation level for all dollars collected resulting from the program. Those dollars are received by the City and 20% of those payments are remitted to the third party. This line item will provide more clarity in identifying those payments;
- The grant match line item was new for 2019 and is based on a list of grants both approved and pending as submitted by the City's grant writer. The list includes at the time of writing:

• Keystone Historic Preservation Grant	\$100,000
• Linden Street Remediation Grant	\$62,500
• LSA Nay Aug Park	\$25,000
• LSA Parking Garage Cameras	\$25,000

- PennDOT MultiModal Grant Ash Street Bridge \$475,800
- DCED Small Water and Sewer Projects Briggs Street \$75,000

The Ash Street Match will be allocated from the 2020 Capital Budget if approved by Council, thereby reducing the amount of the grant match from the operating budget. These funds may be reallocated for grant applications contemplated for 2020.

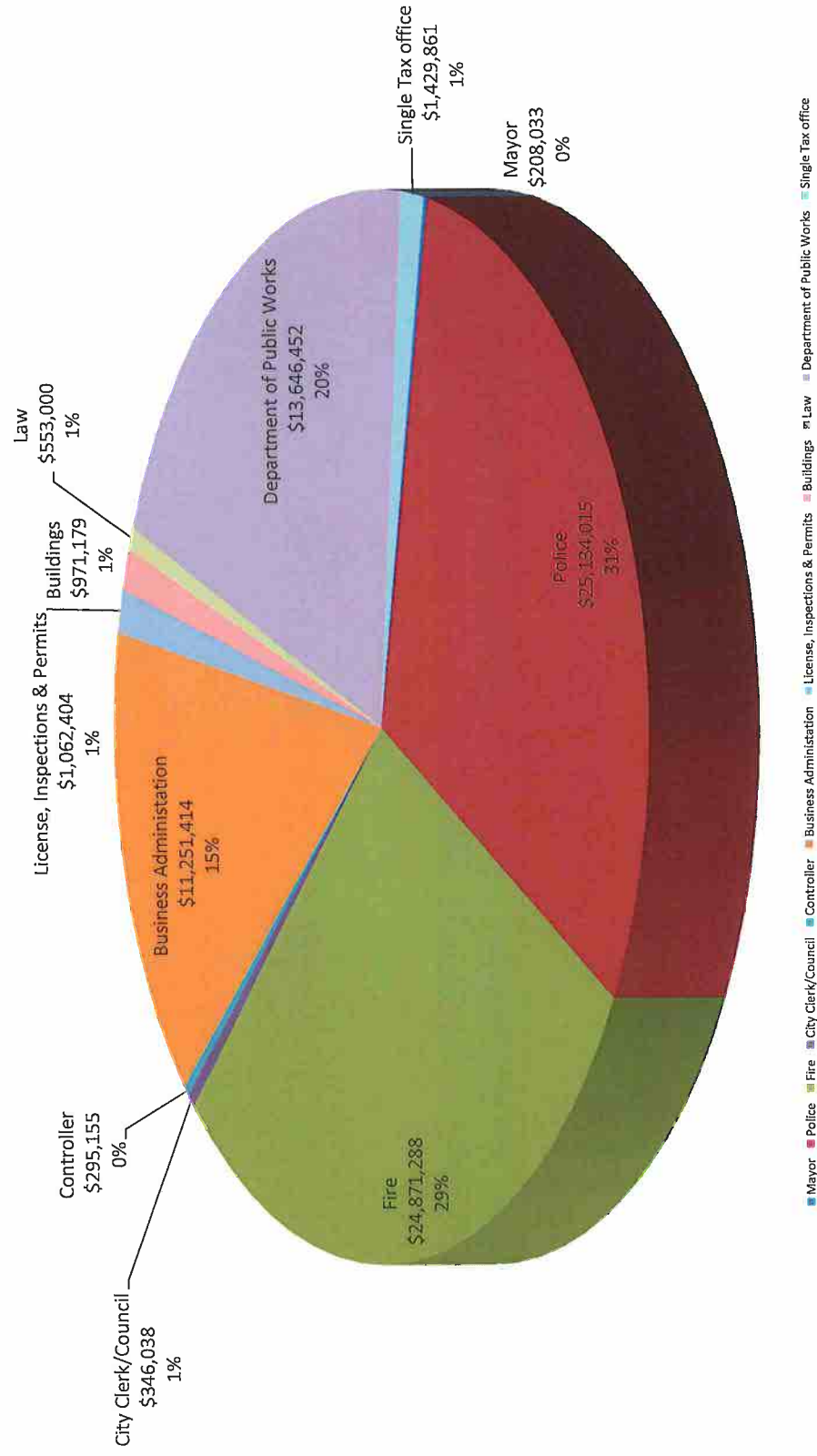
CITY OF SCRANTON				
2020 OPERATING BUDGET				
EXPENDITURE SUMMARY BY DEPARTMENT				
	2019	2019	2020	
	Operating Budget	Through 9/30/2019	Operating Budget	
MAYOR	\$	\$	\$	
DEPT OF PUBLIC SAFETY BUREAU OF POLICE	24,325,905.50	17,307,889.44	\$	25,134,015.10
DEPT OF PUBLIC SAFETY BUREAU OF FIRE	23,335,390.00	15,372,075.93	\$	24,871,288.17
CITY CLERK/COUNCIL	350,943.14	221,757.38	\$	346,037.56
CONTROLLER	299,888.39	216,036.67	\$	295,155.03
DEPT OF BUSINESS ADMINISTRATION BUREAU OF ADMINISTRATION	8,595,353.49	4,573,481.79	\$	8,116,133.34
DEPT OF BUSINESS ADMINISTRATION BUREAU OF HUMAN RESOURCES	1,583,395.46	1,292,799.52	\$	1,540,313.06
DEPT OF BUSINESS ADMINISTRATION BUREAU OF INFO TECHNOLOGY	1,252,250.00	856,964.48	\$	1,455,250.00
DEPT OF BUSINESS ADMINISTRATION BUREAU OF TREASURY	155,311.98	92,726.10	\$	139,717.88
DEPT OF LICENSES INSPECTIONS & PERMITS BUREAU OF LIPS	1,045,486.55	575,887.22	\$	1,062,404.24
DEPT OF LICENSES INSPECTIONS & PERMITS BUREAU OF BUILDINGS	1,023,322.76	759,454.73	\$	971,179.05
LAW DEPARTMENT	542,112.47	258,514.77	\$	553,000.00
DEPT OF PUBLIC WORKS BUREAU OF ADMINISTRATION	4,781,905.40	2,707,124.11	\$	3,591,118.55
DEPT OF PUBLIC WORKS BUREAU OF ENGINEERING	197,164.08	140,530.46	\$	205,175.13
DEPT OF PUBLIC WORKS BUREAU OF HIGHWAYS	4,151,491.74	1,875,778.43	\$	3,895,891.78
DEPT OF PUBLIC WORKS BUREAU OF REFUSE	4,136,663.42	2,831,169.49	\$	4,519,975.28
DEPT OF PUBLIC WORKS BUREAU OF GARAGES	1,329,276.02	1,035,570.97	\$	1,434,291.17
DEPARTMENT OF PUBLIC WORKS- BUREAU OF PARKS & RECREATION	1,628,274.39	1,135,448.68	\$	1,598,515.06
SINGLE TAX OFFICE	1,095,643.49	876,447.43	\$	1,429,860.93
NON-DEPARTMENTAL	30,057,779.75	21,394,100.19	\$	34,603,395.92
TOTAL OPERATING EXPENDITURES	\$ 110,058,706.66	\$ 73,647,610.82	\$	115,970,750.73
ECONOMIC & COMMUNITY DEVELOPMENT (NON-ADDITION TO THE BUDGET)	\$ 647,544.47	\$ 524,987.88	\$	635,912.35

CITY OF SCRANTON					
2020 OPERATING BUDGET					
EXPENDITURE SUMMARY BY ACCOUNT					
	2019	2019	2019	2020	
	Operating Budget	(Through 9/30/2019)		Budget	
	\$	\$	\$	\$	
4010	STANDARD SALARY	28,529,695.51	20,352,971.66	28,942,958.69	
4040	OTHER SALARY	1,079,100.00	484,369.71	923,000.00	
4070	LONGEVITY SALARY	1,861,007.77	1,215,006.88	1,836,788.00	
4080	OVERTIME SALARY	1,402,750.00	1,259,379.21	1,473,750.00	
4090	COURT APPEARANCE SALARY	135,000.00	139,742.24	174,400.00	
4101	UNIFORM ALLOWANCE	268,120.00	231,735.41	268,860.00	
4112	HEALTH INSURANCE - POLICE UNION	5,744,220.06	5,140,290.17	6,525,933.31	
4113	HEALTH INSURANCE - FIRE UNION	4,279,591.00	4,665,021.06	5,964,788.16	
4116	HEALTH INSURANCE - CLERICAL UNION	1,555,980.00	1,266,706.28	1,608,199.65	
4117	HEALTH INSURANCE - NON-UNION	1,620,366.00	1,194,186.54	1,460,593.87	
4118	HEALTH INSURANCE - DPW UNION	1,773,915.00	1,466,623.02	2,118,394.24	
4119	HEALTH INSURANCE - SINGLE TAX OFFICE	702,956.00	584,632.98	966,154.46	
4120	LIFE/DISABILITY INSURANCE	346,905.00	254,725.62	346,905.00	
4130	I.A.M. PENSION	455,000.00	324,977.87	500,000.00	
4140	CITY 10% EARLY RETIREMENT	255,962.95	200,888.99	255,962.95	
4150	CITY PENSION	10,808,680.00	3,978,627.78	11,289,532.00	
4170	POLICE EDUCATION ALLOWANCE	60,000.00	1,001.65	50,000.00	
4180	SOCIAL SECURITY	921,230.00	753,407.92	1,031,230.00	
4190	UNEMPLOYMENT INSURANCE	25,000.00	8,499.92	15,000.00	
	TOTAL EMPLOYEE COMPENSATION	\$ 61,825,479.29	\$ 43,522,794.91	\$ 65,752,450.33	
4201	PROFESSIONAL SERVICES	1,391,925.81	682,728.38	1,022,500.00	
4210	SERVICES & MAINTENANCE FEE	205,050.00	111,124.24	205,000.00	
4220	CONTRACTED SERVICES	2,500.00	1,675.39	2,500.00	

CITY OF SCRANTON				
2020 OPERATING BUDGET				
EXPENDITURE SUMMARY BY ACCOUNT				
	2019 Operating Budget	2019 (Through 9/30/2019)	2020 Budget	
4230	PRINTING & BINDING	7,950.00	3,928.33	\$ 6,450.00
4240	POSTAGE & FREIGHT	34,100.00	34,208.35	\$ 37,625.00
4250	ADVERTISING	54,000.00	33,766.15	\$ 50,000.00
4260	RENTAL VEHICLES & EQUIPMENT	300,000.00	25,794.98	\$ 100,000.00
4270	DUES & SUBSCRIPTIONS	31,263.63	27,552.79	\$ 33,598.48
4280	MISC SERVICES-NOT CLASSIFIED	7,000.00	5,839.75	\$ 6,750.00
4290	STATIONERY/OFFICE SUPPLIES	21,050.00	14,518.70	\$ 20,450.00
4301	GAS, OIL & LUBRICANTS	340,000.00	326,612.54	\$ 350,000.00
4310	EQUIPMENT/VEHICLE REPAIR & MAINT	325,000.00	287,802.31	\$ 375,000.00
4320	BUILDING REPAIR-SUPPLY & MAINT	180,000.00	144,217.21	\$ 165,250.00
4330	MEDICAL, CHEMICAL & LAB SUPPLIES	20,000.00	3,923.43	\$ 10,000.00
4340	CONSTRUCTION-PAVING MATERIAL	150,000.00	87,074.68	\$ 150,000.00
4350	PAINT & SIGN MATERIAL	25,000.00	11,870.36	\$ 20,000.00
4360	SMALL TOOLS/SHOP SUPPLIES	7,000.00	10,748.19	\$ 17,000.00
4370	PARKS & RECREATION SUPPLIES	48,600.00	5,406.40	\$ 37,500.00
4380	GUNS & AMMUNITION	30,000.00	7,930.90	\$ 43,500.00
4390	MATERIAL/SUPPLIES (MISC)	208,600.00	172,518.95	\$ 228,600.00
4401	TIRES	109,500.00	55,984.68	\$ 90,500.00
4410	SALT	425,000.00	332,574.82	\$ 475,000.00
4420	TRAVEL & LODGING	21,750.00	4,272.17	\$ 20,500.00
4430	AIR PACKS/REHAB SUPPLIES	6,000.00	494.57	\$ 5,000.00
4440	TELEPHONE	200,000.00	180,552.85	\$ 245,000.00

CITY OF SCRANTON					
2020 OPERATING BUDGET					
EXPENDITURE SUMMARY BY ACCOUNT					
		2019	2019	2019	2020
		Operating Budget	(Through 9/30/2019)	Budget	
4450	ELECTRICAL	135,000.00	124,778.22	\$	150,000.00
4445	SEWER CHARGES	-	-	\$	-
4447	PG ENERGY GAS	135,000.00	73,508.22	\$	125,000.00
4448	PAWC-WATER	475,000.00	358,224.76	\$	435,000.00
4460	STREET LIGHTING	200,000.00	142,457.18	\$	230,000.00
4465	BUILDING SUPPLIES	1,000.00	-	\$	750.00
4466	STREET LIGHTING SERVICE / MAINTENANCE	60,000.00	58,909.52	\$	150,000.00
4467	TRAFFIC SIGNAL ELECTRIC/MAINTENANCE	90,000.00	54,318.10	\$	90,000.00
4470	TRAINING & CERTIFICATION	192,500.00	116,455.11	\$	185,000.00
4480	SELF INSURANCE	110,000.00	20,934.00	\$	95,000.00
4490	LANDFILL	1,300,000.00	1,037,650.74	\$	1,410,000.00
4530	PERFORMING ARTS	20,000.00	15,375.00	\$	17,500.00
4540	SPRING/SUMMER PROGRAM	3,000.00	1,694.00	\$	3,000.00
4550	CAPITAL EXPENDITURES	3,333,000.00	1,744,957.74	\$	2,832,750.00
4551	ROAD RESURFACING	875,000.00	-	\$	850,000.00
4555	RECYCLING	175,000.00	-	\$	350,000.00
4560	EQUIPMENT MAINTENANCE & LEASES	94,000.00	60,994.80	\$	92,500.00
4570	MAINTENANCE OF COMMUNICATION EQUIP	29,750.00	21,510.09	\$	32,750.00
4575	MAINTENANCE-EQUIPMENT	1,000.00	-	\$	1,000.00
4576	MAINTENANCE OF SUPER FUND SIGHT	13,000.00	3,600.00	\$	10,000.00
4580	GENERAL EQUIPMENT	63,814.18	52,535.54	\$	62,500.00
4590	BUILDING DEMOLITION	150,000.00	20,775.00	\$	145,000.00
4630	LIABILITY & CASUALTY INSURANCE	1,175,000.00	1,046,707.59	\$	1,175,000.00

Summary of 2020 Expenditures by Department



CITY OF SCRANTON					
2020 OPERATING BUDGET					
BUDGETED EXPENDITURES					
GENERAL FUND					
Account Number	Account Description	2019 Operating Budget	2019 (Through 9/30/2019)	2020 Operating Budget	
Office of the Mayor - #10					
4010 01.010.00000.4010	STANDARD SALARY	\$ 144,085.00	101,479.45	146,085.00	
4040 01.010.00000.4040	OTHER SALARY (MISC)	0	-	35,000.00	
4080 01.010.00000.4080	OVERTIME SALARY	0	-	-	
	TOTAL EMPLOYEE COMPENSATION	\$ 144,085.00	\$ 101,479.45	\$ 181,085.00	
4270 01.010.00000.4270	DUES AND SUBSCRIPTIONS	21,913.63	21,913.63	24,348.48	
4290 01.010.00000.4290	STATIONARY/OFFICE SUPPLIES	150.00	19.95	100.00	
4390 01.010.00000.4390	MATERIALS/SUPPLIES (MISC)	-	-	-	
4420 01.010.00000.4420	TRAVEL AND LODGING	1,000.00	440.00	2,500.00	
4550 01.010.00000.4550	CAPITAL EXPENDITURES	-	-	-	
	TOTAL OPERATING EXPENDITURES	\$ 23,063.63	\$ 22,373.58	\$ 26,948.48	
	DEPARTMENT of MAYOR TOTAL	\$ 167,148.63	\$ 123,853.03	\$ 208,033.48	

CITY OF SCRANTON									
2020 OPERATING BUDGET									
BUDGETED EXPENDITURES									
GENERAL FUND									
Account Number	Account Description	2019 Operating Budget	2019 (Through 9/30/2019)	2020 Operating Budget					
Dept. of Public Safety - #11									
Bureau of Police - #71									
4010 01.011.00071.4010	STANDARD SALARY	\$ 10,956,666.44	7,786,259.70	10,790,552.79					
4040 01.011.00071.4040	OTHER SALARY (MISC)	400,000.00	244,088.77	350,000.00					
4070 01.011.00071.4070	LONGEVITY SALARY	872,919.00	652,420.38	872,919.00					
4080 01.011.00071.4080	OVERTIME SALARY	650,000.00	669,777.04	700,000.00					
4090 01.011.00071.4090	COURT APPEARANCE SALARY	135,000.00	139,742.24	174,400.00					
4101 01.011.00071.4101	UNIFORM ALLOWANCE	115,850.00	107,730.00	115,850.00					
4112 01.011.00071.4112	HEALTH INSURANCE - POLICE UNION	5,744,220.06	5,140,290.17	6,525,933.31					
4120 01.011.00071.4120	LIFE/DISABILITY INSURANCE	150,634.00	109,068.57	150,634.00					
4140 01.011.00071.4140	CITY 10% EARLY RETIREMENT	133,030.00	104,332.40	133,030.00					
4150 01.011.00071.4150	CITY PENSION	4,073,480.00	1,757,284.37	4,163,946.00					
4170 01.011.00071.4170	POLICE EDUCATION ALLOWANCE	60,000.00	1,001.65	50,000.00					
4180 01.011.00071.4180	SOCIAL SECURITY	346,230.00	297,214.04	346,230.00					
	TOTAL EMPLOYEE COMPENSATION	\$ 23,638,029.50	\$ 17,008,189.33	\$ 24,373,496.10					
4201 01.011.00071.4201	PROFESSIONAL SERVICES	\$ 40,000.00	38,166.20	45,000.00					
4210 01.011.00071.4210	SERVICES AND MAINTENANCE FEE	69,000.00	65,546.33	77,500.00					
4270 01.011.00071.4270	DUES AND SUBSCRIPTIONS	3,150.00	3,176.20	3,150.00					
4280 01.011.00071.4280	MISC SERVICES-NON CLASSIFIED	2,000.00	845.38	1,750.00					
4290 01.011.00071.4290	STATIONARY/OFFICE SUPPLIES	2,750.00	2,347.66	2,750.00					
4380 01.011.00071.4380	GUNS/AMMUNITION	30,000.00	7,930.90	43,500.00					
4390 01.011.00071.4390	MATERIALS/SUPPLIES (MISC)	21,000.00	17,394.37	21,000.00					
4420 01.011.00071.4420	TRAVEL AND LODGING	4,500.00	1,222.89	4,250.00					
4470 01.011.00071.4470	TRAINING AND CERTIFICATION	50,000.00	45,044.15	50,000.00					
4550 01.011.00071.4550	CAPITAL EXPENDITURES	375,000.00	50,793.00	435,000.00					
4570 01.011.00071.4570	MAINTENANCE COMMUNICATION EQUIPMENT	7,500.00	4,262.27	7,250.00					
6003 01.011.00071.6003	SPCA-ANIMAL CONTROL	86,976.00	61,970.76	69,370.00					
	TOTAL OPERATING EXPENDITURES	691,876.00	288,700.11	760,520.00					
	BUREAU of POLICE TOTAL	\$ 24,329,905.50	\$ 17,307,889.44	\$ 25,134,015.10					

CITY OF SCRANTON						
2020 OPERATING BUDGET						
BUDGETED EXPENDITURES						
GENERAL FUND						
Account Number	Account Description	2019 Operating Budget	2019 (Through 9/30/2019)	2020 Operating Budget		
Dept. of Public Safety - #11						
Bureau of Fire - #78						
4010 01.011.00078.4010	STANDARD SALARY	\$ 10,002,752.16	7,300,809.05	10,311,498.97		
4040 01.011.00078.4040	OTHER SALARY (MISC)	500,000.00	88,768.79	250,000.00		
4070 01.011.00078.4070	LONGEVITY SALARY	758,574.90	562,586.50	736,942.09	\$	
4080 01.011.00078.4080	OVERTIME SALARY	350,000.00	255,382.32	325,000.00		
4101 01.011.00078.4101	UNIFORM ALLOWANCE	98,550.00	74,115.86	98,550.00		
4113 01.011.00078.4113	HEALTH INSURANCE - FIRE UNION	4,278,591.00	4,665,021.06	5,964,788.16		
4120 01.011.00078.4120	LIFE/DISABILITY INSURANCE	141,521.00	103,368.28	141,521.00		
4140 01.011.00078.4140	CITY 10% EARLY RETIREMENT	122,932.95	96,556.59	122,932.95		
4150 01.011.00078.4150	CITY PENSION	5,985,968.00	1,542,204.41	6,288,055.00		
	TOTAL EMPLOYEE COMPENSATION	\$ 22,239,890.01	\$ 14,688,812.86	\$ 24,239,288.17	\$	
4201 01.011.00078.4201	PROFESSIONAL SERVICES	\$ 30,425.81	30,425.81	32,500.00		
4210 01.011.00078.4210	SERVICES AND MAINTENANCE FEE	14,760.00	8,136.10	12,250.00		
4270 01.011.00078.4270	DUES AND SUBSCRIPTIONS	1,000.00	853.56	1,000.00		
4316 01.011.00078.4316	CLEAN AIR MAINTENANCE	-	-	-		
4320 01.011.00078.4320	BLDG/REPAIR-SUPPLY MAINT	15,000.00	7,895.15	12,750.00		
4390 01.011.00078.4390	MATERIALS/SUPPLIES (MISC)	7,250.00	4,290.90	7,250.00		
4420 01.011.00078.4420	TRAVEL AND LODGING	3,000.00	408.58	2,500.00		
4430 01.011.00078.4430	AIR PACKS/REHAB SUPPLIES	6,000.00	494.57	5,000.00		
4470 01.011.00078.4470	TRAINING AND CERTIFICATION	95,000.00	70,254.41	95,000.00		
4550 01.011.00078.4550	CAPITAL EXPENDITURES	853,000.00	503,341.95	395,000.00		
4570 01.011.00078.4570	MAINTENANCE COMMUNICATION EQUIP	5,250.00	4,626.50	5,250.00		
4575 01.011.00078.4575	MAINTENANCE-EQUIPMENT	1,000.00	-	1,000.00		
4580 01.011.00078.4580	GENERAL EQUIPMENT	63,814.18	52,535.54	62,500.00		
	TOTAL OPERATING EXPENDITURES	\$ 1,095,499.99	\$ 683,263.07	\$ 632,000.00	\$	
	BUREAU of FIRE TOTAL	\$ 23,335,390.00	\$ 15,372,075.93	\$ 24,871,288.17	\$	
	DEPARTMENT of PUBLIC SAFETY TOTAL	\$ 47,665,295.50	\$ 32,679,965.37	\$ 50,005,303.27	\$	

CITY OF SCRANTON							
2020 OPERATING BUDGET							
BUDGETED EXPENDITURES							
GENERAL FUND							
Account Number	Account Description	2019 Operating Budget	2019 (Through 9/30/2019)	2020 Operating Budget			
Office of the City Clerk/City Council - #20							
4010 01.020.00000.4010	STANDARD SALARY	\$ 233,315.79	170,218.00	239,756.27			
4040 01.020.00000.4040	OTHER SALARY (MISC)	1,000.00	-	500.00			
4070 01.020.00000.4070	LONGEVITY SALARY	3,877.35	-	4,031.29			
4080 01.020.00000.4080	OVERTIME SALARY	500.00	-	500.00			
	TOTAL EMPLOYEE COMPENSATION	\$ 238,693.14	\$ 170,218.00	\$ 244,787.56			
4201 01.020.00000.4201	PROFESSIONAL SERVICES	\$ 59,000.00	20,608.11	52,500.00			
4210 01.020.00000.4210	SERVICES AND MAINTENANCE FEE	15,000.00	11,399.97	15,000.00			
4220 01.020.00000.4220	CONTRACTED SERVICES	-	-	-			
4230 01.020.00000.4230	PRINTING AND BINDING	6,250.00	3,928.33	5,750.00			
4250 01.020.00000.4250	ADVERTISING	31,500.00	15,345.30	27,500.00			
4260 01.020.00000.4260	RENTAL VEHICLES & EQUIPMENT	-	-	-			
4270 01.020.00000.4270	DUES AND SUBSCRIPTIONS	500.00	257.67	500.00			
4290 01.020.00000.4290	STATIONARY/OFFICE SUPPL	-	-	-			
4420 01.020.00000.4420	TRAVEL AND LODGING	-	-	-			
4550 01.020.00000.4550	CAPITAL EXPENDITURES	-	-	-			
	TOTAL OPERATING EXPENDITURES	\$ 112,250.00	\$ 51,539.38	\$ 101,250.00			
	DEPARTMENT of CITY CLERK / CITY COUNCIL TOTAL	\$ 350,943.14	\$ 221,757.38	\$ 346,037.56			

CITY OF SCRANTON					
2020 OPERATING BUDGET					
BUDGETED EXPENDITURES					
GENERAL FUND					
Account Number	Account Description	2019 Operating Budget	2019 (Through 9/30/2019)	2020 Operating Budget	
City Controller - #30					
4010 01.030.00000.4010	STANDARD SALARY	\$ 250,608.90	180,962.82	253,010.39	
4040 01.030.00000.4040	OTHER SALARY (MISC)	2,500.00	-	1,000.00	
4070 01.030.00000.4070	LONGEVITY SALARY	3,979.49	-	3,569.64	
4080 01.030.00000.4080	OVERTIME SALARY	0.00	-	-	
	TOTAL EMPLOYEE COMPENSATION	\$ 257,088.39	\$ 180,962.82	\$ 257,580.03	
4201 01.030.00000.4201	PROFESSIONAL SERVICES	\$ 40,000.00	34,000.00	35,000.00	
4210 01.030.00000.4210	SERVICES AND MAINTENANCE FEE	-	-	-	
4230 01.030.00000.4230	PRINTING AND BINDING	200.00	-	200.00	
4240 01.030.00000.4240	POSTAGE AND FREIGHT	100.00	92.00	125.00	
4270 01.030.00000.4270	DUES AND SUBSCRIPTIONS	700.00	218.40	500.00	
4290 01.030.00000.4290	STATIONARY/OFFICE SUPPLIES	1,300.00	763.45	1,000.00	
4420 01.030.00000.4420	TRAVEL AND LODGING	500.00	-	750.00	
4550 01.030.00000.4550	CAPITAL EXPENDITURES	-	-	-	
	TOTAL OPERATING EXPENDITURES	\$ 42,800.00	\$ 35,073.85	\$ 37,575.00	
	DEPARTMENT of CITY CONTROLLER TOTAL	\$ 299,888.39	\$ 216,036.67	\$ 295,155.03	

CITY OF SCRANTON							
2020 OPERATING BUDGET							
BUDGETED EXPENDITURES							
GENERAL FUND							
Account Number	Account Description	2019 Operating Budget	2019 (Through 9/30/2019)	2020 Operating Budget			
Department of Business Administration - #40							
Bureau of Human Resources - #41							
4010 01.040.00041.4010	STANDARD SALARY	\$ 208,918.11	132,833.73	214,185.71			
4040 01.040.00041.4040	OTHER SALARY (MISC)	9,600.00	5,750.00	7,500.00			
4070 01.040.00041.4070	LONGEVITY SALARY	3,877.35	-	3,877.35			
4080 01.040.00041.4080	OVERTIME SALARY	-	-	-			
	TOTAL EMPLOYEE COMPENSATION	\$ 222,395.46	\$ 138,583.73	\$ 225,563.06			
4201 01.040.00041.4201	PROFESSIONAL SERVICES	\$ 170,000.00	102,786.71	130,000.00			
4290 01.040.00041.4290	STATIONARY/OFFICE SUPPLIES	1,000.00	53.77	750.00			
4390 01.040.00041.4390	MATERIALS/SUPPLIES (MISC)	500.00	562.45	500.00			
4420 01.040.00041.4420	TRAVEL AND LODGING	2,000.00	-	1,250.00			
4470 01.040.00041.4470	TRAINING AND CERTIFICATION	5,000.00	375.20	2,500.00			
4630 01.040.00041.4630	LIABILITY/CASUALTY INSURANCE	1,175,000.00	1,046,707.59	1,175,000.00			
6006 01.040.00041.6006	PERSONNEL COST ADJUSTMENT	7,500.00	3,730.07	4,750.00			
	TOTAL OPERATING EXPENDITURES	\$ 1,361,000.00	\$ 1,154,215.79	\$ 1,314,750.00			
	BUREAU of HUMAN RESOURCES TOTAL	\$ 1,583,395.46	\$ 1,292,799.52	\$ 1,540,313.06			

CITY OF SCRANTON							
2020 OPERATING BUDGET							
BUDGETED EXPENDITURES							
GENERAL FUND							
Account Number	Account Description	2019 Operating Budget	2019 (Through 9/30/2019)	2020 Operating Budget			
Department of Business Administration - #40							
Bureau of Information Technology - #42							
4010 01.040.00042.4010	STANDARD SALARY	\$ 140,750.00	109,213.23				157,750.00
4040 01.040.00042.4040	OTHER SALARY (MISC)	-	-				-
4070 01.040.00042.4070	LONGEVITY SALARY	-	-				-
4080 01.040.00042.4080	OVERTIME SALARY	-	-				-
	TOTAL EMPLOYEE COMPENSATION	\$ 140,750.00	\$ 109,213.23	\$		\$	157,750.00
4201 01.040.00042.4201	PROFESSIONAL SERVICES	-					
4210 01.040.00042.4210	SERVICES AND MAINTENANCE FEE	\$ 150,000.00	81,565.64				145,000.00
4270 01.040.00042.4270	DUES AND SUBSCRIPTIONS	100,000.00	24,933.00				95,000.00
4290 01.040.00042.4290	STATIONARY/OFFICE SUPPLIES	500.00	-				500.00
4390 01.040.00042.4390	MATERIALS/SUPPLIES (MISC)	1,000.00	144.75				1,000.00
4420 01.040.00042.4420	TRAVEL AND LODGING	75,000.00	71,540.18				95,000.00
4440 01.040.00042.4440	TELEPHONE	1,000.00	-				1,000.00
4470 01.040.00042.4470	TRAINING AND CERTIFICATION	200,000.00	180,552.85				245,000.00
4550 01.040.00042.4550	CAPITAL EXPENDITURES	35,000.00	-				32,500.00
4560 01.040.00042.4560	EQUIPMENT MAINTENANCE/LEASES	455,000.00	328,020.03				590,000.00
	TOTAL OPERATING EXPENDITURES	94,000.00	60,994.80				92,500.00
		\$ 1,111,500.00	\$ 747,751.25	\$		\$	1,297,500.00
	BUREAU of INFORMATION TECHNOLOGY TOTAL	\$ 1,252,250.00	\$ 856,964.48	\$		\$	1,455,250.00

CITY OF SCRANTON							
2020 OPERATING BUDGET							
BUDGETED EXPENDITURES							
GENERAL FUND							
Account Number	Account Description	2019 Operating Budget	2019 (Through 9/30/2019)	2020 Operating Budget			
Department of Business Administration - #40							
Bureau of Treasury - #43							
4010 01.040.00043.4010	STANDARD SALARY	\$ 118,157.12	82,791.23	117,813.02			
4040 01.040.00043.4040	OTHER SALARY (MISC)	0.00	-	-			
4070 01.040.00043.4070	LONGEVITY SALARY	3,654.86	-	3,654.86			
4080 01.040.00043.4080	OVERTIME SALARY	-	32.09	250.00			
	TOTAL EMPLOYEE COMPENSATION	\$ 121,811.98	\$ 82,823.32	\$ 121,717.88			
4201 01.040.00043.4201	PROFESSIONAL SERVICES	-	-	2,500.00			
4250 01.040.00043.4250	ADVERTISING	13,000.00	-	-			
4290 01.040.00043.4290	STATIONARY/OFFICE SUPPLIES	-	-	-			
4390 01.040.00043.4390	MATERIALS/SUPPLIES (MISC)	15,000.00	6,829.48	12,500.00			
4420 01.040.00043.4420	TRAVEL AND LODGING	-	-	-			
4550 01.040.00043.4550	CAPITAL EXPENDITURES	-	-	-			
6000 01.040.00043.6000	TAX AND MISC REFUNDS	5,000.00	3,073.30	2,500.00			
6001 01.040.00043.6001	TAX COLLECTION COMMITTEE EXPENSE	500.00	-	500.00			
	TOTAL OPERATING EXPENDITURES	\$ 33,500.00	\$ 9,902.78	\$ 18,000.00			
	BUREAU of TREASURY TOTAL	\$ 155,311.98	\$ 92,726.10	\$ 139,717.88			
	DEPARTMENT of BUSINESS ADMINISTRATION TOTAL	\$ 11,586,310.93	\$ 4,573,481.79	\$ 11,251,414.28			

CITY OF SCRANTON					
2020 OPERATING BUDGET					
BUDGETED EXPENDITURES					
GENERAL FUND					
Account Number	Account Description	2019 Operating Budget	2019 (Through 9/30/2019)	2020 Operating Budget	
Office of Economic & Community Development (OECD) - #50					
50.00000.4010	STANDARD SALARY	\$ 647,544.47	524,987.88	635,912.35	
	OECD DEPARTMENT TOTAL (NON-ADDITION TO BUDGET)	\$ 647,544.47	\$ 524,987.88	\$ 635,912.35	

CITY OF SCRANTON							
2020 OPERATING BUDGET							
BUDGETED EXPENDITURES							
GENERAL FUND							
Account Number	Account Description	2019 Operating Budget	2019 (Through 9/30/2019)	2020 Operating Budget			
Dept. of Licenses, Inspections & Permits - #51							
Bureau of Licenses, Inspections & Permits - #51							
4010 01.051.00051.4010	STANDARD SALARY	\$ 786,660.00	520,273.65	820,456.97			
4040 01.051.00051.4040	OTHER SALARY (MISC)	-	-	-			
4070 01.051.00051.4070	LONGEVITY SALARY	19,826.55	-	15,447.27			
4080 01.051.00051.4080	OVERTIME SALARY	3,000.00	197.41	2,500.00			
4101 01.051.00051.4101	UNIFORM ALLOWANCE (AUTO)	12,500.00	11,415.25	13,000.00			
	TOTAL EMPLOYEE COMPENSATION	\$ 821,986.55	\$ 531,886.31	\$ 851,404.24			
4201 01.051.00051.4201	PROFESSIONAL SERVICES	\$ 50,000.00	17,500.00	50,000.00			
4270 01.051.00051.4270	DUES AND SUBSCRIPTIONS	-	-	-			
4290 01.051.00051.4290	STATIONARY/OFFICE SUPPLIES	500.00	-	500.00			
4390 01.051.00051.4390	MATERIALS/SUPPLIES (MISC)	500.00	-	500.00			
4420 01.051.00051.4420	TRAVEL AND LODGING	1,000.00	-	1,000.00			
4470 01.051.00051.4470	TRAINING AND CERTIFICATION	1,000.00	-	1,000.00			
4550 01.051.00051.4550	CAPITAL EXPENDITURES	20,000.00	5,725.91	12,750.00			
4570 01.051.00051.4570	MAINTENANCE COMMUNICATION EQUIPMENT	500.00	-	250.00			
4590 01.051.00051.4590	BUILDING DEMOLITION	150,000.00	20,775.00	145,000.00			
	TOTAL OPERATING EXPENDITURES	223,500.00	44,000.91	211,000.00			
	BUREAU of LICENSES, INSPECTIONS & PERMITS TOTAL	\$ 1,045,486.55	\$ 575,887.22	\$ 1,062,404.24			

CITY OF SCRANTON							
2020 OPERATING BUDGET							
BUDGETED EXPENDITURES							
GENERAL FUND							
Account Number	Account Description	2019 Operating Budget	2019 (Through 9/30/2019)	2020 Operating Budget			
Dept. of Licenses, Inspections & Permits - #51							
Bureau of Buildings - #82							
4010 01.051.00082.4010	STANDARD SALARY	\$ 112,752.79	78,779.00	110,903.74			
4040 01.051.00082.4040	OTHER SALARY (MISC)	-	-	-			
4070 01.051.00082.4070	LONGEVITY SALARY	7,309.97	-	7,025.31			
4080 01.051.00082.4080	OVERTIME SALARY	1,000.00	702.68	1,000.00			
4101 01.051.00082.4101	UNIFORM ALLOWANCE	1,260.00	1,260.00	1,500.00			
	TOTAL EMPLOYEE COMPENSATION	\$ 122,322.76	\$ 80,741.68	\$ 120,429.05			
4201 01.051.00082.4201	PROFESSIONAL SERVICES	\$ 5,000.00	1,300.00	2,500.00			
4210 01.051.00082.4210	SVCES AND MAINT FEE	-	-	-			
4320 01.051.00082.4320	BLDG/REPAIR-SUPPL MAINT	150,000.00	120,901.85	137,500.00			
4360 01.051.00082.4360	SMALL TOOLS/SHOP SUPPL	-	-	-			
4420 01.051.00082.4420	TRAVEL AND LODGING	-	-	-			
4445 01.051.00082.4445	SEWER CHARGES	-	-	-			
4447 01.051.00082.4447	UGI - GAS	135,000.00	73,508.22	125,000.00			
4448 01.051.00082.4448	PAWC - WATER	475,000.00	358,224.76	435,000.00			
4450 01.051.00082.4450	ELECTRICAL	135,000.00	124,778.22	150,000.00			
4465 01.051.00082.4465	BUILDING SUPPLIES	1,000.00	-	750.00			
	TOTAL OPERATING EXPENDITURES	\$ 901,000.00	\$ 678,713.05	\$ 850,750.00			
	BUREAU of BUILDINGS TOTAL	\$ 1,023,322.76	\$ 759,454.73	\$ 971,179.05			
	DEPARTMENT of LICENSES, INSPECTIONS & PERMITS TOTAL	\$ 2,068,809.31	\$ 1,335,341.95	\$ 2,033,583.29			

CITY OF SCRANTON							
2020 OPERATING BUDGET							
BUDGETED EXPENDITURES							
GENERAL FUND							
Account Number	Account Description	2019 Operating Budget	2019 (Through 9/30/2019)	2020 Operating Budget			
Law Department - #60							
4010 01.060.00000.4010	STANDARD SALARY	\$ 274,112.47	175,357.99	317,500.00			
4040 01.060.00000.4040	OTHER SALARY (MISC)	-	-	-			
4070 01.060.00000.4070	LONGEVITY SALARY	-	-	-			
4080 01.060.00000.4080	OVERTIME SALARY	-	-	-			
	TOTAL EMPLOYEE COMPENSATION	\$ 274,112.47	\$ 175,357.99	\$ 317,500.00			
4201 01.060.00000.4201	PROFESSIONAL SERVICES	\$ 255,000.00	82,030.17	225,000.00			
4210 01.060.00000.4210	SERVICES AND MAINTENANCE FEE	2,000.00	-	2,000.00			
4270 01.060.00000.4270	DUES AND SUBSCRIPTIONS	3,000.00	431.00	3,000.00			
4290 01.060.00000.4290	STATIONARY/OFFICE SUPPLIES	500.00	227.63	500.00			
4390 01.060.00000.4390	MATERIALS/SUPPLIES (MISC)	500.00	168.98	500.00			
4420 01.060.00000.4420	TRAVEL AND LODGING	3,500.00	-	2,500.00			
4470 01.060.00000.4470	TRAINING AND CERTIFICATION	3,500.00	299.00	2,000.00			
4550 01.060.00000.4550	CAPITAL EXPENDITURES	-	-	-			
	TOTAL OPERATING EXPENDITURES	\$ 268,000.00	\$ 83,156.78	\$ 235,500.00			
	DEPARTMENT of LAW TOTAL	\$ 542,112.47	\$ 258,514.77	\$ 553,000.00			

CITY OF SCRANTON							
2020 OPERATING BUDGET							
BUDGETED EXPENDITURES							
GENERAL FUND							
Account Number	Account Description	2019 Operating Budget	2019 (Through 9/30/2019)	2020 Operating Budget			
Department of Public Works - #80							
Bureau of Administration - #80							
4010 01.080.00080.4010	STANDARD SALARY	\$ 168,193.54	120,329.54	219,919.82			
4040 01.080.00080.4040	OTHER SALARY (MISC)	-	-	-			
4070 01.080.00080.4070	LONGEVITY SALARY	7,866.86	-	8,054.49			
4080 01.080.00080.4080	OVERTIME SALARY	-	6.93	250.00			
4118 01.080.00080.4118	HEALTH INSURANCE - DPW UNION	1,773,915.00	1,466,623.02	2,118,394.24			
4120 01.080.00080.4120	LIFE/DISABILITY INSURANCE	-	-	-			
4130 01.080.00080.4130	I.A.M. PENSION	455,000.00	324,977.87	500,000.00			
4180 01.080.00080.4180	SOCIAL SECURITY	350,000.00	290,889.99	450,000.00			
	TOTAL EMPLOYEE COMPENSATION	2,755,965.40	2,202,827.35	3,296,618.55			
		\$ 10,000.00	186.60	2,500.00			
4201 01.080.00080.4201	PROFESSIONAL SERVICES	-	-	-			
4270 01.080.00080.4270	DUES AND SUBSCRIPTIONS	2,040.00	1,083.84	1,500.00			
4210 01.080.00080.4210	SERVICES & MAINTENANCE FEE	-	-	-			
4290 01.080.00080.4290	STATIONARY/OFFICE SUPPL	500.00	-	500.00			
4420 01.080.00080.4420	TRAVEL AND LODGING	10,000.00	-	10,000.00			
4550 01.080.00080.4550	CAPITAL EXPENDITURES	16,500.00	12,621.32	20,000.00			
4570 01.080.00080.4570	MAINT COMMUNICATION EQUIP	13,000.00	3,600.00	10,000.00			
4576 01.080.00080.4576	MAINTENANCE SUPER FUND SIGHT	1,973,900.00	486,805.00	250,000.00			
6007 01.080.00080.6007	FLOOD PROTECTION SYSTEM MAINTENANCE	\$ 2,025,940.00	\$ 504,296.76	\$ 294,500.00			
	TOTAL OPERATING EXPENDITURES	\$ 4,781,905.40	\$ 2,707,124.11	\$ 3,591,118.55			
	BUREAU of ADMINISTRATION TOTAL						

CITY OF SCRANTON						
2020 OPERATING BUDGET						
BUDGETED EXPENDITURES						
GENERAL FUND						
Account Number	Account Description	2019 Operating Budget	2019 (Through 9/30/2019)	2020 Operating Budget		
Department of Public Works - #80						
Bureau of Engineering - #81						
4010 01.080.00081.4010	STANDARD SALARY	\$ 114,348.77	82,783.80	116,260.07		
4040 01.080.00081.4040	OTHER SALARY (MISC)	-	-	-		
4070 01.080.00081.4070	LONGEVITY SALARY	3,965.31	-	4,065.06		
4080 01.080.00081.4080	OVERTIME SALARY	4,500.00	5,169.86	5,500.00		
4101 01.080.00081.4101	UNIFORM ALLOWANCE	3,000.00	2,039.30	3,000.00		
	TOTAL EMPLOYEE COMPENSATION	\$ 125,814.08	\$ 89,992.96	\$ 128,825.13		
4201 01.080.00081.4201	PROFESSIONAL SERVICES	\$ 69,500.00	50,400.00	75,000.00		
4210 01.080.00081.4210	SERVICES & MAINTENANCE FEE	500.00	-	500.00		
4280 01.080.00081.4280	MISC SERVICES-NOT CLASSIFIED	-	-	-		
4290 01.080.00081.4290	STATIONARY/OFFICE SUPPLIES	100.00	-	100.00		
4390 01.080.00081.4390	MATERIALS/SUPPLIES (MISC)	250.00	47.50	250.00		
4470 01.080.00081.4470	TRAINING AND CERTIFICATION	1,000.00	90.00	500.00		
4550 01.080.00081.4550	CAPITAL EXPENDITURES	-	-	-		
	TOTAL OPERATING EXPENDITURES	\$ 71,350.00	\$ 50,537.50	\$ 76,350.00		
	BUREAU of ENGINEERING TOTAL	\$ 197,164.08	\$ 140,530.46	\$ 205,175.13		

CITY OF SCRANTON							
2020 OPERATING BUDGET							
BUDGETED EXPENDITURES							
GENERAL FUND							
Account Number	Account Description	2019 Operating Budget	2019 (Through 9/30/2019)	2020 Operating Budget			
Department of Public Works - #80							
Bureau of Highways - #83							
4010 01.080.00083.4010	STANDARD SALARY	\$ 1,244,176.11	780,595.21	1,278,248.92			
4040 01.080.00083.4040	OTHER SALARY (MISC)	-	13,000.00	15,000.00			
4070 01.080.00083.4070	LONGEVITY SALARY	85,875.63	-	86,302.86			
4080 01.080.00083.4080	OVERTIME SALARY	160,000.00	128,855.62	165,000.00			
4101 01.080.00083.4101	UNIFORM ALLOWANCE	11,340.00	9,660.00	11,340.00			
	TOTAL EMPLOYEE COMPENSATION	\$ 1,501,391.74	\$ 932,110.83	\$ 1,555,891.78			
4210 01.080.00083.4210	SERVICES AND MAINTENANCE FEE	-	-	-			
4260 01.080.00083.4260	RENTAL VEHICLES & EQUIPMENT	\$ 300,000.00	25,794.98	100,000.00			
4290 01.080.00083.4290	STATIONARY/OFFICE SUPPLIES	-	-	-			
4340 01.080.00083.4340	CONSTRUCTION-PAVING MATERIAL	150,000.00	87,074.68	150,000.00			
4350 01.080.00083.4350	PAINT/SIGN MATERIAL	25,000.00	11,870.36	20,000.00			
4370 01.080.00083.4357	PARKS AND RECREATION SUPPLIES	37,600.00	(5,847.00)	25,000.00			
4390 01.080.00083.4390	MATERIALS/SUPPLIES (MISC)	37,500.00	27,946.36	40,000.00			
4410 01.080.00083.4410	SALT	425,000.00	332,574.82	475,000.00			
4420 01.080.00083.4420	TRAVEL AND LODGING	-	-	-			
4460 01.080.00083.4460	STREET LIGHTING	200,000.00	142,457.18	230,000.00			
4466 01.080.00083.4466	STREET LIGHTING SERVICE / MAINTENANCE	60,000.00	58,909.52	150,000.00			
4467 01.080.00083.4467	TRAFFIC SIGNAL ELECTRIC / MAINTENANCE	90,000.00	54,318.10	90,000.00			
4550 01.080.00083.4550	CAPITAL EXPENDITURES	450,000.00	208,568.60	210,000.00			
4551 01.080.00083.4551	ROADWAY RESURFACING PROGRAM	875,000.00	-	850,000.00			
	TOTAL OPERATING EXPENDITURES	\$ 2,650,100.00	\$ 943,667.60	\$ 2,340,000.00			
	BUREAU of HIGHWAYS TOTAL	\$ 4,151,491.74	\$ 1,875,778.43	\$ 3,895,891.78			

CITY OF SCRANTON				
2020 OPERATING BUDGET				
BUDGETED EXPENDITURES				
GENERAL FUND				
Account Number	Account Description	2019 Operating Budget	2019 (Through 9/30/2019)	2020 Operating Budget
Department of Public Works - #80				
Bureau of Refuse - #84				
4010 01.080.00084.4010	STANDARD SALARY	\$ 2,214,426.81	1,637,659.50	2,259,558.61
4040 01.080.00084.4040	OTHER SALARY (MISC)	1,000.00	3,000.00	5,000.00
4070 01.080.00084.4070	LONGEVITY SALARY	39,916.61	-	39,096.67
4080 01.080.00084.4080	OVERTIME SALARY	160,000.00	137,068.20	200,000.00
4101 01.080.00084.4101	UNIFORM ALLOWANCE	19,320.00	19,320.00	19,320.00
	TOTAL EMPLOYEE COMPENSATION	\$ 2,434,663.42	\$ 1,797,047.70	\$ 2,522,975.28
4260 01.080.00084.4260	RENTAL VEHICLES & EQUIP	-	-	-
4330 01.080.00084.4330	MEDICAL CHEM LAB SUP	-	-	-
4390 01.080.00084.4390	MATERIALS/SUPPL (MISC)	1,000.00	659.85	1,000.00
4420 01.080.00084.4420	TRAVEL AND LODGING	1,000.00	51.20	1,000.00
4490 01.080.00084.4490	LANDFILL	1,300,000.00	1,037,650.74	1,410,000.00
4550 01.080.00084.4550	CAPITAL EXPENDITURES	225,000.00	(4,240.00)	235,000.00
4555 01.080.00084.4550	RECYCLING	175,000.00		350,000.00
	TOTAL OPERATING EXPENDITURES	\$ 1,702,000.00	\$ 1,034,121.79	\$ 1,997,000.00
	BUREAU of REFUSE TOTAL	\$ 4,136,663.42	\$ 2,831,169.49	\$ 4,519,975.28

CITY OF SCRANTON									
2020 OPERATING BUDGET									
BUDGETED EXPENDITURES									
GENERAL FUND									
Account Number	Account Description	2019 Operating Budget	2019 (Through 9/30/2019)	2020 Operating Budget					
Department of Public Works - #80									
Bureau of Garages - #85									
4010 01.080.00085.4010	STANDARD SALARY	\$ 364,405.11	226,598.67	372,358.74					
4040 01.080.00085.4040	OTHER SALARY (MISC)	-	-	45,000.00					
4070 01.080.00085.4070	LONGEVITY SALARY	25,510.91	-	26,572.43					
4080 01.080.00085.4080	OVERTIME SALARY	25,000.00	20,722.87	25,000.00					
4101 01.080.00085.4101	UNIFORM ALLOWANCE	3,360.00	3,255.00	3,360.00					
	TOTAL EMPLOYEE COMPENSATION	\$ 418,276.02	\$ 250,576.54	\$ 472,291.17					
4201 01.080.00085.4201	PROFESSIONAL SERVICES	-	-	-					
4210 01.080.00085.4210	SERVICES AND MAINTENANCE FEE	-	-	-					
4220 01.080.00085.4220	CONTRACTED SERVICES	2,500.00	1,675.39	2,500.00					
4290 01.080.00085.4290	STATIONARY/OFFICE SUPPL	-	-	-					
4301 01.080.00085.4301	GAS, OIL, LUBRICANTS	340,000.00	326,612.54	350,000.00					
4310 01.080.00085.4310	EQUIP/VEHICLE REPAIR/MAINT	325,000.00	287,802.31	375,000.00					
4360 01.080.00085.4360	SMALL TOOLS/SHOP SUPPL	6,500.00	10,730.14	16,500.00					
4390 01.080.00085.4390	MATERIALS/SUPPL (MISC)	49,500.00	42,812.10	49,500.00					
4401 01.080.00085.4401	TIRES	109,500.00	55,984.68	90,500.00					
4420 01.080.00085.4420	TRAVEL AND LODGING	500.00	-	500.00					
4550 01.080.00085.4550	CAPITAL EXPENDITURES	70,000.00	53,978.20	70,000.00					
4901 01.080.00085.4901	MAINTENANCE (PREVENTATIVE)	7,500.00	5,399.07	7,500.00					
	TOTAL OPERATING EXPENDITURES	\$ 911,000.00	\$ 784,994.43	\$ 962,000.00					
	BUREAU of GARAGES TOTAL	\$ 1,329,276.02	\$ 1,035,570.97	\$ 1,434,291.17					
	DEPARTMENT of PUBLIC WORKS TOTAL	\$ 14,596,500.66	\$ 8,590,173.46	\$ 13,646,451.91					

CITY OF SCRANTON					
2020 OPERATING BUDGET					
BUDGETED EXPENDITURES					
GENERAL FUND					
Account Number	Account Description	2019 Operating Budget	2019 (Through 9/30/2019)	2020 Operating Budget	
Single Tax Office - #90					
4010 01.090.00000.4010	STANDARD SALARY	\$ 388,937.49	285,784.55	414,956.47	
4040 01.090.00000.4040	OTHER SALARY (MISC)	-	2,550.00	45,000.00	
4080 01.090.00000.4080	OVERTIME SALARY	3,750.00	3,479.90	3,750.00	
4119 01.090.00000.4119	HEALTH INSURANCE - SINGLE TAX OFFICE	702,956.00	564,632.98	966,154.46	
	TOTAL EMPLOYEE COMPENSATION	\$ 1,095,643.49	\$ 876,447.43	\$ 1,429,860.93	
6004 01.090.00000.6004	SINGLE TAX OFFICE AUDIT	-	-	-	
	TOTAL OPERATING EXPENDITURES	-	-	-	
	SINGLE TAX OFFICE DEPARTMENT TOTAL	\$ 1,095,643.49	\$ 876,447.43	\$ 1,429,860.93	

CITY OF SCRANTON									
2020 OPERATING BUDGET									
BUDGETED EXPENDITURES									
GENERAL FUND									
Account Number	Account Description	2019 Operating Budget	2019 (Through 9/30/2019)	2020 Operating Budget					
NON-DEPARTMENTAL EXPENDITURES - #401									
4299 01.401.10030.4299	ZONING BOARD	\$ 25,000.00	19,581.00						25,000.00
4299 01.401.10060.4299	EVERHART MUSEUM	29,000.00	28,999.98						37,500.00
4299 01.401.10075.4299	SCRANTON TOMORROW	150,000.00	150,000.00						100,000.00
4299 01.401.10080.4299	SHADE TREE COMMISSION	225,000.00	225,000.00						225,000.00
4299 01.401.10110.4299	ST. CATS AND DOGS	200,000.00	184,241.98						175,000.00
4299 01.401.10120.4299	MAYORS 504 TASK FORCE	10,000.00	7,980.00						10,000.00
4299 01.401.10130.4299	CIVIL SERVICE COMMISSION	1,000.00	-						1,000.00
4299 01.401.10140.4299	HUMAN RELATIONS COMMISSION	25,000.00	23,264.50						25,000.00
4299 01.401.10150.4299	LHYA TRAIL MAINTENANCE	1,000.00	-						1,000.00
4299 01.401.10155.4299	ETHICS BOARD	24,000.00	10,500.00						12,500.00
4299 01.401.10160.4299		-							25,000.00
	TOTAL BOARDS, COMMISSIONS, NON-PROFIT CONTRIBUTIONS	\$ 690,000.00	\$ 649,567.46	\$	637,000.00				
4299 01.401.15230.4299	TAN SERIES	\$ 12,750,000.00	12,344,115.91						\$ 12,750,000.00
4299 01.401.15240.4299	TAN SERIES INTEREST	465,375.00	-						\$ 446,250.00
4299 01.401.15310.4299	OPER TSF TO DEBT SVC-STREET LIGHTING	525,000.00	425,000.00						\$ 452,541.66
4299 01.401.15320.4299	OPER TSF TO DEBT SVC-GUARANTEED ENERGY SAVINGS	144,997.96	108,748.47						\$ 156,894.74
4299 01.401.15324.4299	OPER TSF TO DEBT SVC-FDM REVOLVING AID LOAN	100,000.00	100,000.00						\$ 100,000.00
4299 01.401.15328.4299	OPER TSF TO DEBT SVC-2016 REDEVELOPMENT AUTHORITY SERIES AA	883,725.00	149,362.50						\$ 888,012.50
4299 01.401.15331.4299	OPER TSF TO DEBT SVC-SERIES OF 2019/2020 GO BONDS BUILDING	1,000.00	-						\$ 1,000.00
4299 01.401.15332.4299	OPER TSF TO DEBT SVC-SERIES OF 2017 GENERAL OBLIGATION REFUNDING	3,231,000.00	3,231,000.00						\$ 3,231,000.00
4299 01.401.15333.4299	OPER TSF TO DEBT SVC-2018 TAXABLE SERIES	1,208,252.22	512,587.79						\$ 6,559,450.00
4299 01.401.15338.4299	OPER TSF TO DEBT SVC-2016 REDEVELOPMENT AUTHORITY SERIES A	3,614,000.00	722,000.00						\$ 3,620,500.00
4299 01.401.15339.4299	OPER TSF TO DEBT SVC-SERIES OF 2016 GENERAL OBLIGATION NOTES	1,875,250.00	815,125.00						\$ 1,878,000.00
	TOTAL PRINCIPAL AND INTEREST, LOANS	\$ 24,798,600.18	\$ 18,407,939.67	\$	30,083,648.90				
4299 01.401.15329.4299	OPER TSF TO DEBT SVC-LEASE OF REFUSE PACKERS	218,147.96	218,147.96						\$ 218,147.96
4299 01.401.15330.4299	OPER TSF TO DEBT SVC-LEASE OF KME ENGINE #4	49,849.00	49,849.00						\$ 49,849.00
4299 01.401.15334.4299	OPER TSF TO DEBT SVC-LEASE OF JOHN DEERE WHEEL LOADER	25,851.02	25,851.02						\$ 25,851.02
4299 01.401.15335.4299	OPER TSF TO DEBT SVC-LEASE OF LAW ENFORCEMENT MGMT SYSTEM	219,557.60	-						\$ -
4299 01.401.15336.4299	OPER TSF TO DEBT SVC-REPUBLIC LEASE OF TURNOUT GEAR	-	80,000.00						\$ -
4299 01.401.15337.4299	OPER TSF TO DEBT SVC-ESCO LEASE BUILDING	100,000.00	-						\$ 100,000.00
4299 01.401.15340.4299	OPER TSF TO DEBT SVC-LEASE FORD TRUCKS 2016	53,925.94	53,925.94						\$ 53,925.94
4299 01.401.15341.4299	OPER TSF TO DEBT SVC-PIB LOAN	244,811.66	-						\$ 244,811.66
4299 01.401.15342.4299	OPER TSF TO DEBT SVC-LEASE STREET LIGHTING	421,476.00	421,476.00						\$ 429,767.00
4299 01.401.15343.4299	2018 AERIAL PLATFORM TRUCK LEASE	102,156.57	102,156.57						\$ 102,156.57
4299 01.401.15344.4299	OPER TSF TO DEBT SVC-M&T LEASE REFUSE PACKERS	-	-						\$ 89,937.87
	TOTAL LEASE PAYMENTS	\$ 1,435,775.75	\$ 951,406.49	\$	1,314,447.02				
	TOTAL INTEREST & DEBT SERVICE	\$ 26,234,375.93	\$ 19,359,346.16	\$	31,398,095.92				
4299 01.401.13080.4299	CONTINGENCY	596,904.82	-						\$ 400,000.00
4299 01.401.13100.4299	OECD CONTINGENCY	150,000.00	155,502.94						\$ 244,000.00

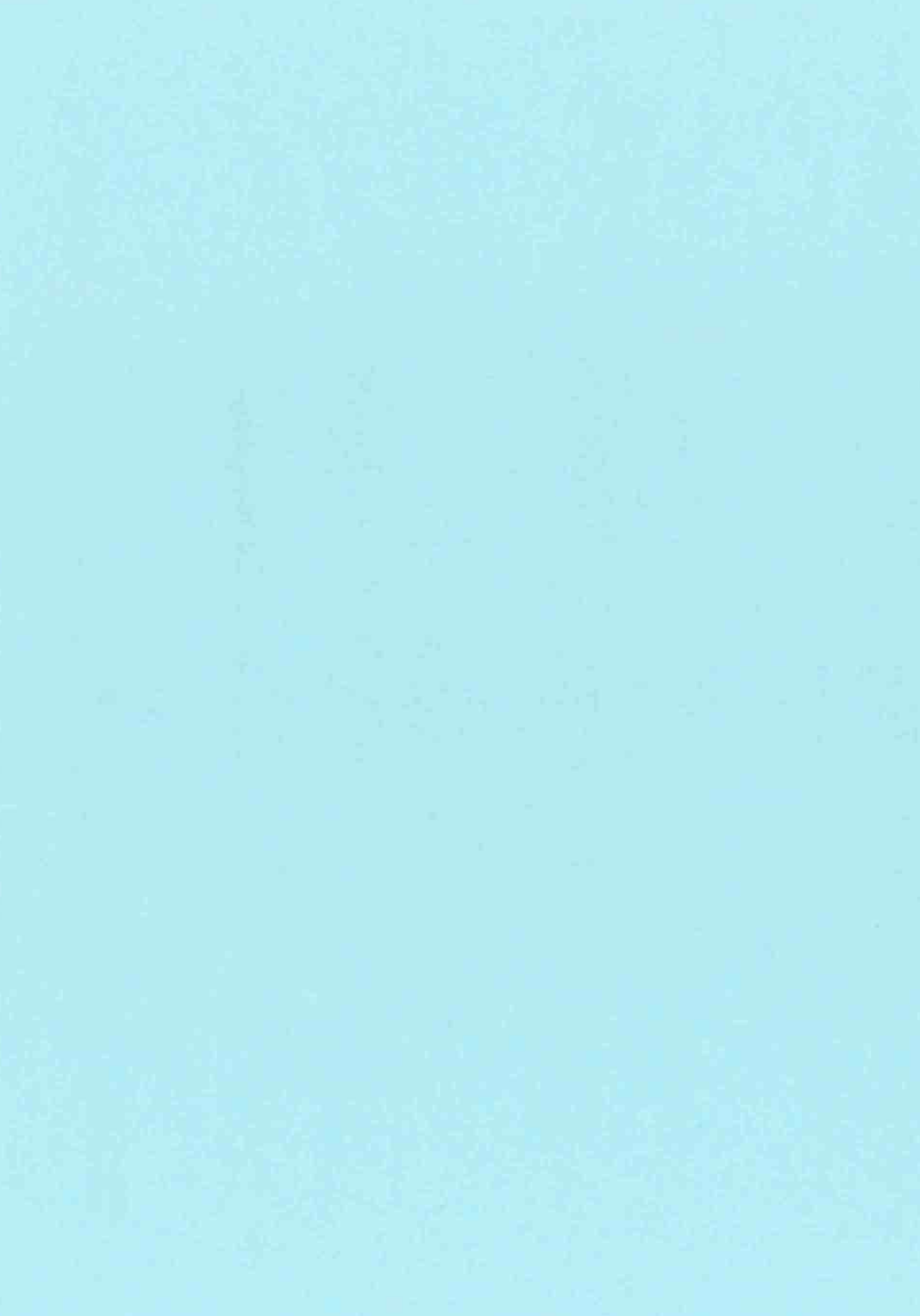


Figure 1. The distribution of the number of species (N) versus the number of individuals (n) for different values of α (0.1, 0.2, 0.3, 0.4, 0.5).

City Controller - #30						
Roseann Novembrino, City Controller						
POSITION/TITLE	2019		#	2020		#
	Total			Total		
CITY CONTROLLER	\$ 40,000.00		1	40,000.00		1
SOLICITOR TO CONTROLLER	\$ 25,092.00		1	25,092.00		1
CONFIDENTIAL SECRETARY/ASSISTANT	\$ 32,671.00		1	33,671.00		1
DEPUTY CONTROLLER/ADMIN.	\$ 39,737.00		1	43,737.00		1
ADMINISTRATIVE ASSISTANT IV -INTERNAL AUDITOR *	\$ 39,794.90		1	35,696.39		1
PROGRAM MONITOR	\$ 34,077.00		1	35,077.00		1
PERFORMANCE AUDITOR	\$ 39,237.00		1	39,737.00		1
Department City Controller Total	\$ 250,608.90		7	\$ 253,010.39		7

Department of Business Administration - #40				
Bureau of Treasury - #43				
		2019	#	2020
POSITION/TITLE	Total			Total
CITY TREASURER	\$ 45,060.00	1		47,560.00
ADMINISTRATIVE ASSISTANT II- CASHIER	\$ 36,548.56	1		37,468.26
ADMINISTRATIVE ASSISTANT II - ASSISTANT CASHIER	\$ 36,548.56	1		32,784.76
Bureau of Treasury Total	\$ 118,157.12	3		\$ 117,813.02
Department of Business Administration Total	\$ 828,655.37	18		\$ 867,318.51

Office of Economic and Community Development - #50					
Bureau of Administration					
POSITION/TITLE	2019	#	2020	#	
	Total		Total		
EXECUTIVE DIRECTOR	\$ 52,152.00	1	53,152.00	1	
DEPUTY DIRECTOR	\$ 44,500.00	1	48,500.00	1	
DIRECTOR OF FINANCE & COMPLIANCE	\$ 43,000.00	1	44,000.00	1	
DIRECTOR OF HOUSING/ADA COMPLIANCE	\$ 36,991.00	1	37,991.00	1	
SOLICITOR	\$ 52,500.00	1	52,500.00	1	
ADMINISTRATIVE ASSISTANT III-FINANCIAL ANALYST	\$ 38,773.47	1	40,749.00	1	
HOUSING SPECIALIST	\$ 36,000.00	1	37,000.00	1	
ADMINISTRATIVE ASSISTANT	\$ -	1	-	1	
PUBLIC SERVICE/ESG SPECIALIST *	\$ 29,500.00	1	30,500.00	1	
EQUAL OPPORTUNITY SPECIALIST *	\$ 43,000.00	1	44,000.00	-	
Bureau of Administration Total	\$ 376,416.47	10	\$ 388,392.00	9	
non-addition to budget	non-addition to budget		non-addition to budget		
*Construction/ADA Specialist & Economic Development/Relocation Specialist position became Housing Specialist					
*Economic Development/Relocation Specialist position became Administrative Assistant					
Office of Economic and Community Development - #50					
Bureau of Neighborhood Police - #515					
POSITION/TITLE	2019	#	2020	#	
	Total		Total		
NEIGHBORHOOD POLICE OFFICERS	\$ 271,128.00	4	247,520.35	4	
Bureau of Neighborhood Police Total	\$ 271,128.00	4	\$ 247,520.35	4	
OECD Department Total	\$ 647,544.47	14	\$ 635,912.35	13	
non-addition to budget	non-addition to budget		non-addition to budget		

[illegible]

Single Tax Office - #90 (a)					
		2019		2020	
POSITION/TITLE		Total	#	Total	#
COLLECTOR OF TAXES	\$	26,650.00	1	26,650.00	1
CONTROLLER		29,500.00	1	29,500.00	1
LEAD CASHIER		20,566.31	1	23,066.30	1
CASHIER		19,476.12	1	21,976.12	1
CASHIER		19,476.12	1	21,976.12	1
LEAD AUDITOR		21,111.40	1	21,976.12	1
LEAD CLERK		19,476.12	1	21,976.12	1
LEAD AUDITOR		21,111.40	1	23,611.40	1
LEAD AUDITOR		21,111.40	1	23,611.40	1
AUDITOR (b) (Cashier)		38,952.24	1	41,452.24	1
CLERK		18,385.94	1	20,885.94	1
AUDITOR		19,476.12	1	21,976.12	1
AUDITOR		20,364.90	-	22,864.90	1
CLERK		19,464.80	1	14,025.21	1
CLERK		15,439.50	1	20,885.94	1
AUDITOR		18,877.78	1	14,025.21	1
CLERK		18,385.94	1	20,885.94	1
LEAD AUDITOR		21,111.40	1	23,611.39	1
Single Tax Office Department Total	\$	388,937.49	17	\$ 414,956.47	18
(a) Salaries are paid 50% by the City and 50% by the Scranton School District.					
(b) Full Time City employee					

	2019		2020	
	Total	#	Total	#
Total City of Scranton Budgeted Payroll (a)	\$ 28,529,695.51	467	\$ 28,942,958.69	487
(a) Does not include OECD Payroll				

GRA Consulting

September 23, 2019

Mr. David Bulzoni
Business Administrator
City of Scranton
Department of Business Administration
City Hall
340 North Washington Avenue
Scranton, Pennsylvania 18503

Re: The City's Self-Insured Workers' Compensation Program
Reserve Analysis and Loss Forecast, Self-Insurance Renewal Application

Dear Mr. Bulzoni:

Gary R. Abramson, Casualty Actuarial Services ("GRA Consulting") has been retained by The City of Scranton to evaluate outstanding losses for the City's workers' compensation self-insurance program as of August 31, 2019. This analysis has been conducted to assist the administration of the City with their financial reporting requirements as well as to assist the City in their self-insurance renewal application process with the PA Bureau of Workers' Compensation.

By using the loss experience of The City of Scranton in combination with the City's own development patterns weighted with those patterns as promulgated by the Pennsylvania Bureau of Workers' Compensation, GRA Consulting has estimated the total discounted outstanding liabilities as of August 31, 2019 to be \$16,698,980. As displayed on Exhibit 4, this amount represents the sum of estimated outstanding losses discounted for future investment earnings at an annual rate of 2.25 percent.

This is a decrease of approximately \$900,000 over the prior report. The predominant impacts were threefold:

1. During the previous twelve months, the self-insured program paid out \$2,252,389 in claims and related expenses, while the reported losses increased by approximately \$1,430,395 over the same time frame. This implies a decrease in the outstanding losses for the City's self-insured program of approximately \$822,000 for policy years up through and including 2018/19.
2. The overall improving results were negatively impacted by a three quarter point decrease in the discount rate from 3.0% to 2.25%, which resulted in an approximate \$800,000 hit when discounting the outstanding obligations of the City, and

Gary R. Abramson, Casualty Actuarial Services
4726 Goodwood Way, Wilmington, NC 28412
Tel. (908) 642-3031

Mr. David Bulzoni
9/23/2019
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3. The continued utilization of loss development factors based upon the experience of the current TPA PMA. These new PMA tables and resultant development factors were weighted 60/40 with the City's pre-2012 factors prior to weighting that result with those of the Bureau of WC. There were minor changes when compared to prior results.

The goal is to phase out the older pre-2012 City development tables over the next year or two and rely exclusively on a PMA & Bureau weighted factors only.

Exhibit 5 details the level of anticipated, expected claims and claims expense expenditures for the 2020 calendar year, which total \$2,693,209. This is approximately \$225,000 less than the prior review. This is impacted by the improving results of some of the more recent program years' experience.

We had a prior history of overstating the expected payouts due to two issues: the selected paid loss development factors continued to overestimate the ultimate final costs, and, two, the Bureau's position that the starting point of this exhibit should be estimated ultimate losses by program year that reflect zero potential reinsurance recoveries for any year regardless of whether or not the providing carrier is viewed as qualified or not. This has been the Bureau's position since November of 2005. We believe we have taken appropriate steps to better estimate the expected outlay for the upcoming calendar year.

The Bureau's position continues to be that the estimated ultimate losses used in Exhibit 5 to project the upcoming cash payouts in 2020 be gross of any reinsurance recoverable. As an example of the impact of this position on projecting future outlays, we have estimated that this position results in an overstatement of the expected cash payout during 2019 for the Wilding claim alone of approximately \$65,000.

Finally, as outlined in Table A, combining the expected claims to be paid in 2020 with the other expenses of the Fund as provided by the Business Administration staff, the total expenditures to the Fund for 2020 are anticipated to be \$3,109,811.

Should you have any questions or need for further clarification, please do not hesitate to contact me at (908) 642 - 3031. In the interest of complying with the PA WC Bureau's request for a timely review of the actuarial report, I have forwarded an original of this report to Lac Longson, Actuary, PA Bureau of Workers' Compensation in Harrisburg.

The invoice for our services has been included in a separate cover within this mailing.

Sincerely,



Gary R. Abramson, ACAS, MAAA
Consulting Actuary

Gary R. Abramson, Casualty Actuarial Services
4726 Goodwood Way, Wilmington, NC 28412
Tel. (908) 642-0331

GRA Consulting

September 23, 2019

Mr. Lac Longson
Actuary
Commonwealth of Pennsylvania
Department of Labor & Industry
Self-Insurance and Safety Division
Bureau of Workers' Compensation
1171 S. Cameron Street
Harrisburg, PA 17104-2501

**RE: The City of Scranton
Pennsylvania Self-Insurance Renewal Application Security Requirements**

Dear Mr. Longson:

Gary R. Abramson, Casualty Actuarial Services ("GRA Consulting") has been retained by The City of Scranton to evaluate outstanding losses for the City's workers' compensation self-insurance program. This analysis has been conducted to assist the administration of the City with their annual renewal application establishing security requirements with the Pennsylvania Bureau of Workers' Compensation, Self-Insurance and Safety Division.

By using the loss experience of The City of Scranton in combination with their own historical development patterns, weighted with Pennsylvania statewide development patterns as promulgated by your Department, GRA Consulting has estimated the total discounted outstanding liabilities as of August 31, 2019 to be \$16,698,980. As displayed on Exhibit 4, this amount represents the sum of estimated outstanding losses discounted for future investment earnings at an annual rate of 2.25 percent.

The attached Table A summarizes the projected expenditures for the City's self-insured workers' compensation program for the calendar year commencing January 1, 2020. It includes estimates of the cost of claims and claim expense payments (gross of any anticipated reinsurance recoveries), claims administrative costs, general self-insurance costs and the Trust Fund operating expenses. The development of the claims liability expenses is explained within the attached synopsis; otherwise the expenses associated with 2020 are as estimated by The City based upon expected outlays. As displayed within this table, the projected annual expenditures for calendar year 2020 for all categories combined is \$3,109,811.

If you should have any questions, please do not hesitate to call me at (908) 642-031.

Sincerely,



Gary R. Abramson, ACAS, MAAA
Consulting Actuary

Enclosures

GRA: DOC: SCRANTON_SMRY_8.31.19.DOC
cc: David Bulzoni, Business Administrator

Gary R. Abramson, Casualty Actuarial Services
4726 Goodwood Way, Wilmington, NC 28412
Tel. (908) 642-3031

**The City of Scranton
Worker's Compensation**

Table A

**Projected Annual Expenditure Amounts
Calendar Year 2020**

<u>Category</u>	<u>Amount</u>
1. Claims Liability - midpoint of reasonableness range (Losses & ALAE payments, from Exhibit 5)	\$2,693,209
2. Claims Administrative Expense (PMA Claims Services annual services fee)	\$71,500
3. General Self-Insurance Expenses (Excess Reinsurance, Risk Mgmt Services, Loss Control & Special Assessments)	\$286,797
4. Trust Operating Expenses (Trust Fund fees including investment, accounting and actuarial services)	<u>\$58,305</u>
Total Projected Annual Expenditures (January 1, 2020 through December 31, 2020)	<u><u>\$3,109,811</u></u>

Table A.xls

23-Sep-19

Gary R. Abramson, Casualty Actuarial Services

THE CITY OF SCRANTON
Workers' Compensation

SYNOPSIS OF PROCEDURES

The general thrust of this analysis has involved the estimation of expected ultimate losses by program year. This is accomplished in the following fashion.

For all historical injury periods, loss development factors as promulgated by the PA Bureau of Workers' Compensation, Self-Insurance and Safety Division, are combined with the historical development patterns of The City and then applied to the most recent evaluation of losses. This link ratio approach results in the estimation of ultimate losses by program year.

This methodology parallels that employed by the Bureau with the following exceptions:

- (1) Individual large losses, if necessary, are capped at their respective per occurrence retentions, subject to the reinsurance in-force being that as provided by a licensed carrier with a financial rating of at least B+,
- (2) Reported and paid loss development procedures are utilized prior to selecting ultimate loss estimates which are based upon a 60/40 weighted average of the two procedures, and
- (3) The estimated outstanding losses as of the date of evaluation are discounted to a present value basis utilizing the underlying payment pattern of the specific losses at a yield rate representative of the U.S. 30 year Treasury Bond in effect at the time of evaluation, as specified in the PA Bureau of Workers' Compensation, Self-Insurance and Safety Division Regulations, § 125.9 (f).

A detailed explanation of the exhibits and analysis follows.

EXHIBIT 1

Sheet 1 of this exhibit provides a summary of the loss experience under analysis. The experience is that as provided by the PMA Companies, evaluated as of August 31, 2019. PMA assumed all claims administrative responsibilities from PA Claims Services as of March 1, 2013. The data displayed is the collective experience of all previous TPA's as provided to and assimilated by PMA. A comparison of the losses for accident years up through and including 2018/19, will show that during the previous twelve months, the program paid out \$2,252,389 in claims and related expenses, while the reported losses increased by approximately \$1,430,395 over the same time frame. This implies a decrease in the outstanding losses for the City's self-insured program of approximately \$822,000 for policy years up through and including 2018/19. This data has not been audited for accuracy but has been reviewed for reasonableness and consistency.

Sheet 2 of this exhibit provides basic exposure information in the form of number of employees and payroll for the current, prospective and twenty-two historical program periods. Trends in the average annual wage per employee are displayed for each year and for the collective annual history overall.

EXHIBIT 2

Exhibit 2 presents the development of the estimated ultimate losses for the respective accident periods.

Three versions of Exhibit 2 are presented – ultimate losses projected on a fully unlimited basis; ultimate loss projections limited to each policy periods specific per occurrence retention; and ultimate losses limited by the specific per occurrence retention for those reinsurers who have been approved by the Bureau as responsive reinsurers for the time periods under review.

The estimated losses of Exhibit 2, Sheets 2 & 3 have been presented on a limited basis. Excess insurance purchased by the City effectively limits the impact of any large loss to a specific per occurrence retention underlying the program. Column (F) identifies the critical large loss amount by accident period. Any reported claim at or exceeding this limit would effectively be subject to a special capping procedure, thereby limiting its impact on the overall obligations of the City. As of this valuation, 62 individual claims meet this criterion. This is at the same level as the prior August 2018 analysis.

From Sheet 3 of this exhibit, when the large claims are removed from this capping procedure due to the unlikely recovery of any reinsurance recoverables due from Frontier Insurance for program years 1995 and 1996 and the General Reinsurance Pappy Plan of late 1990-93, the number of critical claims declines to 32 overall. When comparing sheets 2 & 3 of this exhibit, the impact of the unresponsive reinsurance can be estimated at approximately \$6.25Million. It is Sheet 3 of this exhibit that forms the basis of the final analysis for this review.

The selected expected ultimate losses of this exhibit are based upon a 60/40 weighted average between the two loss development methodologies employed – reported & paid. Due to the influence of the City's previous and highly successful buyout program of older, open claims, it is anticipated that the estimate based solely upon paid losses would overstate the true underlying ultimate losses by program period. Therefore, while it is likely that the true ultimate losses by year will lie somewhere between the estimates developed by the two methodologies, it is expected that they will probably be more closely aligned with those of the reported methodology. This weighting methodology will continue to be closely monitored to properly reflect the reserving and payment practices of the current TPA.

Development of the selected loss development factors utilized in the projection of ultimate losses for this exhibit is explained in greater detail in the commentary underlying Appendix A.

EXHIBIT 3

Exhibit 3 develops estimated ultimate losses for the current and prospective program years by extending loss-per-exposure estimates from prior accident periods. Various averages are displayed on this exhibit and the selected average attempts to balance responsiveness to current trends with the stability inherent in reviewing several years of experience. The selected average loss rate, per \$100 of payroll, is then multiplied by the estimated payroll base for the individual years, to yield estimated expected ultimate losses for the current, relatively immature March 1, 2019 - February 29, 2020 program year as well as the forecasted results for the March 1, 2020 - February 28, 2021 accident period. The selected loss rate for accident year 2019/2020 was reduced by \$1.00 to \$11.00 overall, reflective of improving ultimate loss projections relative to increases in payroll.

Loss trends utilized in this exhibit are selections based upon insurance industry averages. The City's actual wage trend over the previous twenty-two years is supportive of the wage trend underlying this exhibit. To the extent that the City's actual underlying trends are different, a slight bias in the estimate may result. However, the excess insurance purchased by the City should limit the impact of this risk, at least from a severity viewpoint.

EXHIBIT 4

Exhibit 4 develops the estimated outstanding losses as of August 31, 2019 on both a nominal basis and a discounted basis. The estimated outstanding losses as of August 31, 2019 are calculated by subtracting the paid losses as of that date from the estimate of the limited ultimate losses derived in Exhibit 2, Sheet 3 and Exhibit 3 for program year 2019/20. The discounted outstanding losses of this exhibit were produced through the application of discount factors derived based upon the prevailing 30 year U.S. Treasury Bond rate in effect as of August 31, 2019 and the underlying payment pattern for the specific losses. In addition, there are ten large claims in the 1986/87-1988/89 program years, fourteen in the 1999/2000 through 2004/2005 program years, and one in the 2007/2007 program year, as identified in Appendix B, with paid to date amounts in excess of their underlying retention. Since Exhibit 2 has already limited these claims to a maximum of the underlying retention, any excess payments have to be backed-out in order to eliminate a double credit for reinsurance recoverable.

The discounted outstanding loss as calculated within Exhibit 4 is approximately \$900,000 less than the prior analysis. An additional \$800,000 of improvement was negated due to a three-quarter point decrease in the selected interest rate used to discount the outstanding obligations (from 3.00% to 2.25%).

EXHIBIT 5

Exhibit 5 develops a projection of the calendar year 2020 expected claims payments, including allocated claims expenses, for each program year under review. This exhibit simply extrapolates from the unlimited ultimate losses as previously derived for the anticipated annual expenditures commencing January 1, 2020. The projection is based upon the underlying paid loss development patterns that underlie the development of the ultimate losses by program year (attached as Appendix A, Sheets 1-5). By converting the cumulative paid factors into a percentage of losses paid at a given maturity and then comparing that percentage twelve months later, a percentage of losses expected to be paid in the upcoming twelve months can be calculated. The subsequent multiplication across program years yields an anticipated annual expenditure for calendar year 2020 of \$3,366,512. This figure is inclusive of allocated claims expenses since they are contained within the underlying loss data as presented by PMA Companies for this analysis and is further presented gross of any anticipated reinsurance recoveries.

A review of prior years' payouts has shown that this method had generally overstated the projected claims payments for the upcoming twelve months by upwards of \$500,000 to \$1,000,000. The reasoning is two-fold: historical paid development factors are overly conservative based upon the impact of historical buyout programs and the ultimate losses used to project the upcoming payments do not reflect potential reinsurance recoveries.

During this review, we have somewhat smoothed the impact of the historical paid loss development overstatement, yet the results of the ultimate loss projections of Exhibit 2 still show the estimates based upon the paid loss projections only are 16% to 17% higher than those of the reported methodology. Also, the unlimited expected losses in this exhibit do not reflect any potential recoveries from responsible

reinsurers. It is estimated that \$4.3M of reported losses on large claims is currently excess of the various underlying self-insured retentions and that \$3.3M of paid losses are currently excess of underlying self-insured retentions and are expected to be covered by those same responsible reinsurers.

Our mid-point of a reasonable range of estimates (\$2,693,209) results in a 20% decrease in expected costs. This selected mid-point is slightly less than the actual annual average payout of the past four program years of approximately \$2,730,000 and is approximately \$300,000 larger than the actual average annual payout for the latest three program years. Based upon the average monthly payments over the past thirty-six months (\$200,000), the \$2.693M midpoint appears to be reasonable and adequate.

APPENDIX A

Appendix A presents the analysis of historical loss development patterns utilizing a variety of curve fitting techniques and display's various goodness of fit tests. Pennsylvania WC Bureau development patterns for paid and reported losses and reported claim counts have been used to supplement the City's own experience. The City's own loss development patterns are displayed in the triangulations of Sheets 1-2 & 6-7, for paid and reported losses respectively. For the second consecutive year, the City's own development experience for the past five evaluations as administered by their current TPA PMA are displayed as Sheets 1A-2A and 6A-7A.

PMA has been the current TPA for six and one half years and continues to aggressively settle claims and establish reasonable reserves. As such, PMA's loss development patterns could be argued as the most responsive to current conditions. However, due the somewhat limited experience of PMA (five diagonals, four point to point observations), we are currently not willing to completely exclude the large experience of the older, mixed TPA triangles through August 31, 2011. Therefore, with this review we have weighted the City's older experience and that of PMA (40/60) prior to weighing that result 50/50 with the factors as promulgated by the Bureau for Public entities.

Various averages of the development factors are shown, as are those of the PA Bureau of WC. The selected development factors attempt to weigh the responsiveness of the City's own experience with the stability inherent in those of the collective insurance industry in the Commonwealth of Pennsylvania for Industry Grouping 16, Public Administration entities.

The methodology described above results in final selections of paid and reported loss development factors that continue to decline over prior valuations. They will need to be closely monitored going forward but the expectation is that they will reach a plateau and level out over the coming one or two evaluations.

APPENDIX B

Appendix B, Sheet 1 presents the derivation of the critical reported loss amounts necessary to identify current large losses that would require special treatment under various per claim retention programs.

These critical loss amounts were used during a review of individual large losses of the City as detailed through a PA Claims Statement of Losses valued as of August 31, 2019. As mentioned previously, currently sixty-two losses meet or exceed these critical amounts and are displayed individually by program year within Sheets 2 through 5 of this Appendix.

APPENDIX C

Appendix C presents the derivation of discount factors used in discounting each accident periods' outstanding liabilities. This exhibit utilizes a discount rate of 2.25% per annum in combination with the selected payment pattern underlying the paid losses. The discount rate is representative of the effective yield as of August 31, 2019 for 30 year US Treasury Bonds.

THE CITY OF SCRANTON
Workers' Compensation

Exhibit 1
Sheet 1

The City of Scranton
Summary of Historical Loss Experience
As of August 31, 2019

<u>Accident Year</u>	<u>Maturity (months)</u>	<u>Number of Claims</u>			<u>Paid Losses (Net of Subro)</u>	<u>Reported Losses</u>
		<u>Closed</u>	<u>Open</u>	<u>Total</u>		
03/01/79-02/28/80	486	5	1	6	\$1,297,429	\$1,302,549
03/01/80-02/28/81	474	6	1	7	\$1,804,619	\$1,856,328
03/01/81-02/28/82	462	6	1	7	\$2,203,427	\$2,271,537
03/01/82-02/28/83	450	8	1	9	\$756,284	\$818,375
03/01/83-02/28/84	438	2	1	3	\$1,664,684	\$1,755,155
03/01/84-02/28/85	426	5	0	5	\$134,535	\$134,535
03/01/85-02/28/86	414	4	0	4	\$1,307,618	\$1,307,618
03/01/86-02/28/87	402	1	2	3	\$1,456,090	\$1,539,292
03/01/87-02/28/88	390	8	1	9	\$2,435,978	\$2,468,166
03/01/88-02/28/89	378	3	6	9	\$3,214,623	\$3,766,916
03/01/89-02/28/90	366	11	0	11	\$2,001,581	\$2,001,581
03/01/90-02/28/91	354	18	2	20	\$2,819,662	\$3,156,606
03/01/91-02/28/92	342	114	4	118	\$5,678,850	\$5,873,789
03/01/92-02/28/93	330	203	0	203	\$5,270,593	\$5,270,597
03/01/93-02/28/94	318	178	3	181	\$7,764,151	\$7,922,124
03/01/94-02/28/95	306	194	0	194	\$1,815,475	\$1,815,480
03/01/95-02/28/96	294	275	2	277	\$6,901,418	\$6,921,772
03/01/96-02/28/97	282	221	2	223	\$2,600,878	\$2,762,116
03/01/97-02/28/98	270	235	1	236	\$2,275,681	\$2,298,911
03/01/98-02/28/99	258	221	0	221	\$2,236,204	\$2,236,210
03/01/99-02/28/00	246	233	0	233	\$2,026,959	\$2,026,957
03/01/00-02/28/01	234	194	0	194	\$1,751,046	\$1,751,054
03/01/01-02/28/02	222	191	0	191	\$2,505,028	\$2,505,031
03/01/02-02/28/03	210	207	2	209	\$5,661,322	\$5,714,221
03/01/03-02/28/04	198	150	2	152	\$1,603,248	\$1,974,020
03/01/04-02/28/05	186	149	1	150	\$3,089,469	\$3,107,366
03/01/05-02/28/06	174	156	0	156	\$1,576,622	\$1,576,847
03/01/06-02/28/07	162	169	1	170	\$2,039,870	\$2,201,706
03/01/07-02/28/08	150	174	1	175	\$1,523,293	\$1,542,592
03/01/08-02/28/09	138	142	1	143	\$1,528,870	\$1,544,905
03/01/09-02/28/10	126	158	0	158	\$1,543,525	\$1,543,521
03/01/10-02/28/11	114	157	1	158	\$1,823,067	\$1,900,036
03/01/11-02/28/12	102	145	3	148	\$2,030,095	\$2,104,774
03/01/12-02/28/13	90	134	1	135	\$1,312,588	\$1,328,301
03/01/13-02/28/14	78	124	1	125	\$1,208,821	\$1,217,817
03/01/14-02/28/15	66	114	1	115	\$1,744,803	\$1,753,744
03/01/15-02/28/16	54	119	4	123	\$2,784,431	\$4,704,541
03/01/16-02/28/17	42	94	5	99	\$2,025,783	\$2,134,780
03/01/17-02/28/18	30	98	4	102	\$984,738	\$1,030,958
03/01/18-02/28/19	18	100	13	113	\$803,302	\$889,872
03/01/19-02/28/20	6	<u>48</u>	<u>19</u>	<u>67</u>	<u>\$182,044</u>	<u>\$332,546</u>
Totals		4774	88	4862	\$95,388,704	\$100,365,246

Source: PMA Companies Loss Summary by Policy, Account # 0441006
Statement of Losses Valued as of August 31, 2019

Note: Claim counts include claims closed without payment, and notice & medical only claims

THE CITY OF SCRANTON
Workers' Compensation

Exhibit 1
Sheet 2

The City of Scranton
Summary of Historical Exposure
As of August 31, 2019

<u>Calendar Year</u>	<u>Number of Employees</u>	<u>Payroll</u>	<u>Average Pay Per EE</u>	<u>Annual Change in Avg Payroll</u>
1997	571	\$18,920,100	\$33,135	
1998	584	\$18,968,992	\$32,481	-2.0%
1999	485	\$19,098,399	\$39,378	21.2%
2000	516	\$22,307,900	\$43,232	9.8%
2001	605	\$24,626,474	\$40,705	-5.8%
2002	580	\$21,313,870	\$36,748	-9.7%
2003	543	\$16,463,598	\$30,320	-17.5%
2004	562	\$20,214,639	\$35,969	18.6%
2005	520	\$17,887,985	\$34,400	-4.4%
2006	529	\$17,807,008	\$33,662	-2.1%
2007	516	\$18,738,747	\$36,315	7.9%
2008	525	\$19,114,409	\$36,408	0.3%
2009	549	\$18,670,308	\$34,008	-6.6%
2010	555	\$24,921,069	\$44,903	32.0%
2011	480	\$24,992,200	\$52,067	16.0%
2012	468	\$22,633,282	\$48,362	-7.1%
2013	498	\$28,699,650	\$57,630	19.2%
2014	480	\$30,574,331	\$63,697	10.5%
2015	475	\$32,395,961	\$68,202	7.1%
2016	474	\$31,625,548	\$66,721	-2.2%
2017	477	\$33,189,637	\$69,580	4.3%
2018	495	\$33,935,408	\$68,556	-1.5%
2019	497	\$34,953,470	\$70,329	2.6%
Average Annual Trend in Average Payroll per Employee:				5.0%
2020 Budgetary	500	\$36,002,074	\$72,004	5.0%

Source: City of Scranton, Department of Business Administration

Estimation of Unlimited Ultimate Losses

(A) Accident Period	(B) Evaluation Date	(C) Maturity (months)	(D) Reported Losses at 8/31/19	(E) Paid Losses at 8/31/19	(F) Large Loss Critical Amount	(G) Number of Losses > Column(F)	(H) Reported on Large Losses	(I) Paid on Large Losses
03/01/86-02/28/87	8/31/2019	402.0	\$1,539,282	\$1,456,090	N/A	N/A	N/A	N/A
03/01/87-02/28/88	8/31/2019	390.0	\$2,468,166	\$2,435,978	N/A	N/A	N/A	N/A
03/01/88-02/28/89	8/31/2019	378.0	\$3,766,916	\$3,214,823	N/A	N/A	N/A	N/A
03/01/89-02/28/90	8/31/2019	366.0	\$2,091,581	\$2,091,581	N/A	N/A	N/A	N/A
03/01/90-02/28/91	8/31/2019	354.0	\$3,156,606	\$2,819,682	N/A	N/A	N/A	N/A
03/01/91-02/28/92	8/31/2019	342.0	\$5,873,709	\$5,678,850	N/A	N/A	N/A	N/A
03/01/92-02/28/93	8/31/2019	330.0	\$5,270,597	\$5,270,593	N/A	N/A	N/A	N/A
03/01/93-02/28/94	8/31/2019	318.0	\$7,922,124	\$7,764,151	N/A	N/A	N/A	N/A
03/01/94-02/28/95	8/31/2019	306.0	\$1,815,480	\$1,815,475	N/A	N/A	N/A	N/A
03/01/95-02/28/96	8/31/2019	294.0	\$6,921,772	\$6,901,418	N/A	N/A	N/A	N/A
03/01/96-02/28/97	8/31/2019	282.0	\$2,762,116	\$2,800,876	N/A	N/A	N/A	N/A
03/01/97-02/28/98	8/31/2019	270.0	\$2,298,911	\$2,275,681	N/A	N/A	N/A	N/A
03/01/98-02/28/99	8/31/2019	258.0	\$2,238,210	\$2,236,204	N/A	N/A	N/A	N/A
03/01/99-02/28/00	8/31/2019	246.0	\$2,026,957	\$2,026,959	N/A	N/A	N/A	N/A
03/01/00-02/28/01	8/31/2019	234.0	\$1,751,054	\$1,751,046	N/A	N/A	N/A	N/A
03/01/01-02/28/02	8/31/2019	222.0	\$2,505,031	\$2,505,028	N/A	N/A	N/A	N/A
03/01/02-02/28/03	8/31/2019	210.0	\$5,714,221	\$5,661,322	N/A	N/A	N/A	N/A
03/01/03-02/28/04	8/31/2019	198.0	\$1,974,020	\$1,803,248	N/A	N/A	N/A	N/A
03/01/04-02/28/05	8/31/2019	186.0	\$3,107,368	\$3,089,489	N/A	N/A	N/A	N/A
03/01/05-02/28/06	8/31/2019	174.0	\$1,578,847	\$1,576,622	N/A	N/A	N/A	N/A
03/01/06-02/28/07	8/31/2019	162.0	\$2,201,708	\$2,039,870	N/A	N/A	N/A	N/A
03/01/07-02/28/08	8/31/2019	150.0	\$1,542,592	\$1,523,293	N/A	N/A	N/A	N/A
03/01/08-02/28/09	8/31/2019	138.0	\$1,544,905	\$1,528,870	N/A	N/A	N/A	N/A
03/01/09-02/28/10	8/31/2019	126.0	\$1,543,521	\$1,543,525	N/A	N/A	N/A	N/A
03/01/10-02/28/11	8/31/2019	114.0	\$1,900,036	\$1,823,087	N/A	N/A	N/A	N/A
03/01/11-02/28/12	8/31/2019	102.0	\$2,104,774	\$2,030,095	N/A	N/A	N/A	N/A
03/01/12-02/28/13	8/31/2019	90.0	\$1,328,301	\$1,312,588	N/A	N/A	N/A	N/A
03/01/13-02/28/14	8/31/2019	78.0	\$1,217,817	\$1,209,821	N/A	N/A	N/A	N/A
03/01/14-02/28/15	8/31/2019	66.0	\$1,753,744	\$1,744,803	N/A	N/A	N/A	N/A
03/01/15-02/28/16	8/31/2019	54.0	\$4,704,541	\$2,784,431	N/A	N/A	N/A	N/A
03/01/16-02/28/17	8/31/2019	42.0	\$2,134,780	\$2,025,783	N/A	N/A	N/A	N/A
03/01/17-02/28/18	8/31/2019	30.0	\$1,030,958	\$984,738	N/A	N/A	N/A	N/A
03/01/18-02/28/19	8/31/2019	18.0	\$989,872	\$903,302	N/A	N/A	N/A	N/A
03/01/19-02/28/20	8/31/2019	6.0	\$332,546	\$192,044	N/A	N/A	N/A	N/A
Totals			\$90,919,149	\$86,220,108				

(J) Accident Period	(K) Evaluation Date	(L) Maturity (months)	(M) Cumulative Rptd Loss Dev Factor	(N) Implied Limited Ultimate Losses	(O) Cumulative Paid Loss Dev Factor	(P) Implied Limited Ultimate Losses	(Q) Selected Estimated Ultimate Losses
03/01/86-02/28/87	8/31/2019	402.0	1.038	\$1,594,900	1.110	\$1,616,296	\$1,603,459
03/01/87-02/28/88	8/31/2019	390.0	1.037	\$2,560,495	1.114	\$2,713,310	\$2,621,621
03/01/88-02/28/89	8/31/2019	378.0	1.039	\$3,912,980	1.118	\$3,593,724	\$3,785,284
03/01/89-02/28/90	8/31/2019	366.0	1.040	\$2,082,135	1.122	\$2,246,369	\$2,147,829
03/01/90-02/28/91	8/31/2019	354.0	1.042	\$3,288,814	1.127	\$3,177,704	\$3,244,250
03/01/91-02/28/92	8/31/2019	342.0	1.044	\$6,129,374	1.132	\$6,428,535	\$6,249,038
03/01/92-02/28/93	8/31/2019	330.0	1.045	\$5,509,560	1.137	\$5,994,966	\$5,703,723
03/01/93-02/28/94	8/31/2019	318.0	1.047	\$8,296,950	1.143	\$8,876,728	\$8,528,860
03/01/94-02/28/95	8/31/2019	306.0	1.049	\$1,905,266	1.150	\$2,087,164	\$1,978,021
03/01/95-02/28/96	8/31/2019	294.0	1.052	\$7,280,224	1.157	\$7,961,825	\$7,560,864
03/01/96-02/28/97	8/31/2019	282.0	1.054	\$2,912,184	1.164	\$3,027,623	\$2,958,359
03/01/97-02/28/98	8/31/2019	270.0	1.057	\$2,430,223	1.172	\$2,667,826	\$2,525,264
03/01/98-02/28/99	8/31/2019	258.0	1.060	\$2,370,802	1.181	\$2,641,807	\$2,470,204
03/01/99-02/28/00	8/31/2019	246.0	1.064	\$2,155,830	1.191	\$2,414,866	\$2,259,452
03/01/00-02/28/01	8/31/2019	234.0	1.067	\$1,888,981	1.202	\$2,105,601	\$1,963,629
03/01/01-02/28/02	8/31/2019	222.0	1.072	\$2,684,274	1.215	\$3,043,259	\$2,827,858
03/01/02-02/28/03	8/31/2019	210.0	1.076	\$6,150,099	1.229	\$6,956,343	\$6,472,597
03/01/03-02/28/04	8/31/2019	198.0	1.082	\$2,135,149	1.244	\$1,995,137	\$2,070,144
03/01/04-02/28/05	8/31/2019	186.0	1.088	\$3,378,928	1.262	\$3,899,780	\$3,587,869
03/01/05-02/28/06	8/31/2019	174.0	1.095	\$1,726,195	1.283	\$2,022,424	\$1,844,687
03/01/06-02/28/07	8/31/2019	162.0	1.103	\$2,428,113	1.306	\$2,665,039	\$2,522,884
03/01/07-02/28/08	8/31/2019	150.0	1.112	\$1,715,914	1.334	\$2,032,451	\$1,842,529
03/01/08-02/28/09	8/31/2019	138.0	1.124	\$1,735,971	1.367	\$2,099,260	\$1,877,693
03/01/09-02/28/10	8/31/2019	126.0	1.137	\$1,755,409	1.407	\$2,171,486	\$1,921,888
03/01/10-02/28/11	8/31/2019	114.0	1.194	\$2,192,821	1.455	\$2,653,328	\$2,377,023
03/01/11-02/28/12	8/31/2019	102.0	1.175	\$2,473,404	1.516	\$3,076,129	\$2,715,294
03/01/12-02/28/13	8/31/2019	90.0	1.202	\$1,598,989	1.594	\$2,092,880	\$1,795,346
03/01/13-02/28/14	8/31/2019	78.0	1.236	\$1,508,264	1.699	\$2,053,209	\$1,726,242
03/01/14-02/28/15	8/31/2019	66.0	1.289	\$2,260,884	1.843	\$3,216,108	\$2,642,654
03/01/15-02/28/16	8/31/2019	54.0	1.384	\$6,417,781	2.057	\$5,728,346	\$5,142,007
03/01/16-02/28/17	8/31/2019	42.0	1.468	\$3,172,978	2.404	\$4,868,970	\$3,851,374
03/01/17-02/28/18	8/31/2019	30.0	1.716	\$1,769,478	3.051	\$3,004,235	\$2,203,381
03/01/18-02/28/19	8/31/2019	18.0	2.290	\$2,037,492	4.647	\$3,793,259	\$2,715,799
03/01/19-02/28/20	8/31/2019	6.0	5.567	\$1,851,315	13.583	\$2,472,660	\$2,099,953
Totals				\$103,280,863		\$117,351,646	\$108,915,178

Columns (D) and (E): Exhibit 1, Sheet 1

Column(F): Not applicable

Columns (G) through (J): Not applicable

Column(K): Appendix A, Sheet 9 & 9A

Column(N): Col(D) x Col(M)

Column(O): Appendix A, Sheet 4 & 4A

Column(P): Col(E) x Col(O)

Column(Q): 60% of Col. (N) and 40% of Col. (P)

The City of Scranton
Workers' Compensation

Exhibit 2
Sheet 2

Estimation of Limited Ultimate Losses
Limited to Specific per Claim Retentions (Assumes Full Reinsurance Recoveries)

(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)
Accident Period	Evaluation Date	Maturity (months)	Reported Losses at 8/31/19	Paid Losses at 8/31/19	Large Loss Critical Amount	Number of Losses > Column(F)	Reported on Large Losses	Paid on Large Losses
03/01/86-02/28/87	8/31/2019	402.0	\$1,539,292	\$1,456,090	\$243,501	3	\$1,539,291	\$1,456,090
03/01/87-02/28/88	8/31/2019	390.0	\$2,468,166	\$2,435,978	\$340,239	4	\$2,118,372	\$2,086,185
03/01/88-02/28/89	8/31/2019	378.0	\$3,766,918	\$3,214,623	\$291,350	5	\$2,688,237	\$2,133,947
03/01/89-02/28/90	8/31/2019	366.0	\$2,001,581	\$2,001,581	\$484,042	0	\$0	\$0
03/01/90-02/28/91	8/31/2019	354.0	\$3,156,808	\$2,819,662	\$483,704	2	\$1,480,451	\$1,143,508
03/01/91-02/28/92	8/31/2019	342.0	\$5,873,789	\$5,878,850	\$337,939	8	\$4,216,450	\$4,021,520
03/01/92-02/28/93	8/31/2019	330.0	\$5,270,597	\$5,270,593	\$385,472	4	\$2,498,780	\$2,496,780
03/01/93-02/28/94	8/31/2019	318.0	\$7,922,124	\$7,784,151	\$394,360	9	\$5,250,367	\$5,092,475
03/01/94-02/28/95	8/31/2019	306.0	\$1,815,480	\$1,815,475	\$335,349	0	\$0	\$0
03/01/95-02/28/96	8/31/2019	294.0	\$6,921,772	\$6,901,418	\$477,898	5	\$2,954,851	\$2,938,594
03/01/96-02/28/97	8/31/2019	282.0	\$2,762,116	\$2,600,878	\$475,878	2	\$1,238,584	\$1,086,107
03/01/97-02/28/98	8/31/2019	270.0	\$2,298,911	\$2,275,681	\$379,258	1	\$395,272	\$395,272
03/01/98-02/28/99	8/31/2019	258.0	\$2,236,210	\$2,238,204	\$377,825	0	\$0	\$0
03/01/99-02/28/00	8/31/2019	240.0	\$2,026,957	\$2,028,959	\$235,252	3	\$942,198	\$942,198
03/01/00-02/28/01	8/31/2019	234.0	\$1,751,054	\$1,751,046	\$234,370	3	\$1,008,418	\$1,008,418
03/01/01-02/28/02	8/31/2019	222.0	\$2,505,031	\$2,505,028	\$233,486	4	\$1,292,419	\$1,292,419
03/01/02-02/28/03	8/31/2019	210.0	\$5,714,221	\$5,661,322	\$276,953	4	\$1,902,953	\$1,889,898
03/01/03-02/28/04	8/31/2019	198.0	\$1,974,020	\$1,603,246	\$323,868	1	\$881,103	\$324,028
03/01/04-02/28/05	8/31/2019	186.0	\$3,107,366	\$3,088,469	\$368,107	2	\$915,257	\$915,257
03/01/05-02/28/06	8/31/2019	174.0	\$1,576,847	\$1,576,622	\$467,258	0	\$0	\$0
03/01/06-02/28/07	8/31/2019	162.0	\$2,201,708	\$2,039,870	\$680,957	1	\$951,274	\$769,437
03/01/07-02/28/08	8/31/2019	150.0	\$1,542,592	\$1,523,293	\$675,275	0	\$0	\$0
03/01/08-02/28/09	8/31/2019	138.0	\$1,544,905	\$1,528,870	\$668,680	0	\$0	\$0
03/01/09-02/28/10	8/31/2019	126.0	\$1,543,521	\$1,543,525	\$660,871	0	\$0	\$0
03/01/10-02/28/11	8/31/2019	114.0	\$1,900,036	\$1,823,087	\$695,017	0	\$0	\$0
03/01/11-02/28/12	8/31/2019	102.0	\$2,104,774	\$2,030,095	\$663,008	0	\$0	\$0
03/01/12-02/28/13	8/31/2019	90.0	\$1,329,301	\$1,312,588	\$668,170	0	\$0	\$0
03/01/13-02/28/14	8/31/2019	78.0	\$1,217,817	\$1,208,821	\$849,430	0	\$0	\$0
03/01/14-02/28/15	8/31/2019	66.0	\$1,753,744	\$1,744,803	\$625,065	0	\$0	\$0
03/01/15-02/28/16	8/31/2019	54.0	\$4,704,541	\$2,784,431	\$592,178	1	\$1,951,614	\$302,419
03/01/16-02/28/17	8/31/2019	42.0	\$2,134,780	\$2,025,783	\$545,491	0	\$0	\$0
03/01/17-02/28/18	8/31/2019	30.0	\$1,030,958	\$984,738	\$474,472	0	\$0	\$0
03/01/18-02/28/19	8/31/2019	18.0	\$889,872	\$803,302	\$356,275	0	\$0	\$0
03/01/19-02/28/20	8/31/2019	6.0	\$332,546	\$182,044	\$184,006	0	\$0	\$0
Totals			\$90,919,149	\$86,220,108		62	\$34,031,872	\$30,314,563

(J)	(K)	(L)	(M)	(N)	(O)	(P)	(Q)
Accident Period	Evaluation Date	Maturity (months)	Cumulative Rptd Loss Dev Factor	Implied Limited Ultimate Losses	Cumulative Paid Loss Dev Factor	Implied Limited Ultimate Losses	Selected Estimated Ultimate Losses
03/01/86-02/28/87	8/31/2019	402.0	1.038	\$955,001	1.110	\$854,999	\$855,000
03/01/87-02/28/88	8/31/2019	390.0	1.037	\$1,762,879	1.114	\$1,769,817	\$1,773,574
03/01/88-02/28/89	8/31/2019	378.0	1.039	\$2,822,586	1.118	\$2,908,121	\$2,856,800
03/01/89-02/28/90	8/31/2019	366.0	1.040	\$2,082,135	1.122	\$2,246,369	\$2,147,829
03/01/90-02/28/91	8/31/2019	354.0	1.042	\$2,746,251	1.127	\$2,888,992	\$2,803,347
03/01/91-02/28/92	8/31/2019	342.0	1.044	\$4,529,455	1.132	\$4,676,120	\$4,588,121
03/01/92-02/28/93	8/31/2019	330.0	1.045	\$4,499,579	1.137	\$4,755,036	\$4,601,762
03/01/93-02/28/94	8/31/2019	318.0	1.047	\$6,398,168	1.143	\$6,654,517	\$6,500,708
03/01/94-02/28/95	8/31/2019	306.0	1.049	\$1,905,266	1.150	\$2,087,154	\$1,978,021
03/01/95-02/28/96	8/31/2019	294.0	1.052	\$6,672,352	1.157	\$7,083,198	\$6,836,691
03/01/96-02/28/97	8/31/2019	282.0	1.054	\$2,606,327	1.164	\$2,763,310	\$2,669,120
03/01/97-02/28/98	8/31/2019	270.0	1.057	\$2,412,373	1.172	\$2,604,441	\$2,489,200
03/01/98-02/28/99	8/31/2019	258.0	1.060	\$2,370,802	1.181	\$2,641,807	\$2,479,204
03/01/99-02/28/00	8/31/2019	246.0	1.064	\$1,903,727	1.191	\$2,042,366	\$1,959,163
03/01/00-02/28/01	8/31/2019	234.0	1.067	\$1,542,650	1.202	\$1,642,997	\$1,582,789
03/01/01-02/28/02	8/31/2019	222.0	1.072	\$2,379,378	1.215	\$2,553,151	\$2,448,887
03/01/02-02/28/03	8/31/2019	210.0	1.076	\$5,301,889	1.229	\$5,834,133	\$5,514,847
03/01/03-02/28/04	8/31/2019	198.0	1.082	\$1,762,635	1.244	\$1,966,908	\$1,844,343
03/01/04-02/28/05	8/31/2019	186.0	1.088	\$3,184,390	1.262	\$3,544,468	\$3,328,421
03/01/05-02/28/06	8/31/2019	174.0	1.095	\$1,726,195	1.283	\$2,022,424	\$1,844,687
03/01/06-02/28/07	8/31/2019	162.0	1.103	\$2,129,018	1.306	\$2,383,680	\$2,230,875
03/01/07-02/28/08	8/31/2019	150.0	1.112	\$1,715,914	1.334	\$2,032,451	\$1,842,529
03/01/08-02/28/09	8/31/2019	138.0	1.124	\$1,735,971	1.367	\$2,080,250	\$1,877,683
03/01/09-02/28/10	8/31/2019	126.0	1.137	\$1,755,489	1.407	\$2,171,486	\$1,921,888
03/01/10-02/28/11	8/31/2019	114.0	1.154	\$2,182,821	1.455	\$2,653,328	\$2,377,023
03/01/11-02/28/12	8/31/2019	102.0	1.175	\$2,473,404	1.516	\$3,078,128	\$2,715,294
03/01/12-02/28/13	8/31/2019	90.0	1.202	\$1,596,989	1.594	\$2,082,880	\$1,795,346
03/01/13-02/28/14	8/31/2019	78.0	1.238	\$1,508,284	1.699	\$2,053,209	\$1,726,242
03/01/14-02/28/15	8/31/2019	66.0	1.289	\$2,260,684	1.843	\$3,216,108	\$2,642,054
03/01/15-02/28/16	8/31/2019	54.0	1.364	\$4,555,452	2.057	\$5,906,185	\$5,095,746
03/01/16-02/28/17	8/31/2019	42.0	1.486	\$3,172,978	2.404	\$4,868,970	\$3,851,374
03/01/17-02/28/18	8/31/2019	30.0	1.718	\$1,769,478	3.051	\$3,004,235	\$2,263,301
03/01/18-02/28/19	8/31/2019	18.0	2.290	\$2,037,492	4.847	\$3,733,259	\$2,715,799
03/01/19-02/28/20	8/31/2019	6.0	5.567	\$1,881,315	13.583	\$2,472,660	\$2,099,853
Totals				\$90,219,404		\$105,316,840	\$96,258,419

Columns (D) and (E): Exhibit 1, Sheet 1

Column (F): Appendix B, Sheet 1 & 2

Columns (G) through (I): PMA Large Loss Report by Policy Period

Column (M): Appendix A, Sheet 9 & 9A

Column (N): (Col(D) - Col(H)) x Col(M) + Col(G) x Specific Retention

Column (O): Appendix A, Sheet 4 & 4A

Column (P): (Col(E) - Col(I)) x Col(O) + Col(G) x Specific Retention

Column (Q): 60% of Col. (N) and 40% of Col. (P)

Gary R. Abramson, Casualty Actuarial Services

The City of Scranton
Workers' Compensation

Exhibit 2
Sheet 3

Estimation of Limited Ultimate Losses
Limited to Specific per Claim Retentions

(Assumes Allowable Reinsurance recoveries - all but Frontier 1994-1996 and General Re/Pappy Plan 1990-1993)

(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)
Accident Period	Evaluation Date	Maturity (months)	Reported Losses at 8/31/19	Paid Losses at 8/31/19	Large Loss Critical Amount	Number of Losses > Column(F)	Reported on Large Losses	Paid on Large Losses
03/01/86-02/28/87	8/31/2019	402.0	\$1,539,292	\$1,458,090	\$243,501	3	\$1,539,291	\$1,458,090
03/01/87-02/28/88	8/31/2019	390.0	\$2,468,166	\$2,435,978	\$340,239	4	\$2,118,372	\$2,088,185
03/01/88-02/28/89	8/31/2019	378.0	\$3,768,916	\$3,214,823	\$291,350	5	\$2,686,237	\$2,133,947
03/01/89-02/28/90	8/31/2019	366.0	\$2,001,581	\$2,001,581	\$484,642	0	\$0	\$0
03/01/90-02/28/91	8/31/2019	354.0	\$3,156,806	\$2,819,662	\$483,704	0	\$0	\$0
03/01/91-02/28/92	8/31/2019	342.0	\$5,873,789	\$5,678,850	\$337,839	0	\$0	\$0
03/01/92-02/28/93	8/31/2019	330.0	\$5,270,597	\$5,270,593	\$385,472	0	\$0	\$0
03/01/93-02/28/94	8/31/2019	318.0	\$7,922,124	\$7,764,151	\$384,360	0	\$0	\$0
03/01/94-02/28/95	8/31/2019	306.0	\$1,815,480	\$1,815,475	\$335,349	0	\$0	\$0
03/01/95-02/28/96	8/31/2019	294.0	\$6,921,772	\$6,901,418	\$477,686	0	\$0	\$0
03/01/96-02/28/97	8/31/2019	282.0	\$2,762,118	\$2,600,678	\$475,878	0	\$0	\$0
03/01/97-02/28/98	8/31/2019	270.0	\$2,288,911	\$2,275,681	\$379,258	1	\$395,272	\$395,272
03/01/98-02/28/99	8/31/2019	258.0	\$2,235,210	\$2,236,204	\$377,925	0	\$0	\$0
03/01/99-02/28/00	8/31/2019	246.0	\$2,026,957	\$2,026,959	\$235,252	3	\$942,198	\$942,198
03/01/00-02/28/01	8/31/2019	234.0	\$1,751,054	\$1,751,046	\$234,370	3	\$1,008,418	\$1,008,418
03/01/01-02/28/02	8/31/2019	222.0	\$2,505,031	\$2,505,028	\$233,466	4	\$1,292,419	\$1,292,419
03/01/02-02/28/03	8/31/2019	210.0	\$5,714,221	\$5,681,322	\$278,953	4	\$1,902,953	\$1,889,898
03/01/03-02/28/04	8/31/2019	198.0	\$1,974,020	\$1,803,248	\$323,868	1	\$691,103	\$324,028
03/01/04-02/28/05	8/31/2019	186.0	\$3,107,366	\$3,089,469	\$368,107	2	\$915,257	\$915,257
03/01/05-02/28/06	8/31/2019	174.0	\$1,576,847	\$1,570,622	\$457,258	0	\$0	\$0
03/01/06-02/28/07	8/31/2019	162.0	\$2,201,706	\$2,039,870	\$680,957	1	\$951,274	\$789,437
03/01/07-02/28/08	8/31/2019	150.0	\$1,542,592	\$1,523,203	\$675,275	0	\$0	\$0
03/01/08-02/28/09	8/31/2019	138.0	\$1,544,905	\$1,528,870	\$668,860	0	\$0	\$0
03/01/09-02/28/10	8/31/2019	126.0	\$1,543,521	\$1,543,525	\$660,871	0	\$0	\$0
03/01/10-02/28/11	8/31/2019	114.0	\$1,900,036	\$1,823,067	\$695,017	0	\$0	\$0
03/01/11-02/28/12	8/31/2019	102.0	\$2,104,774	\$2,030,095	\$683,003	0	\$0	\$0
03/01/12-02/28/13	8/31/2019	90.0	\$1,328,301	\$1,312,588	\$668,170	0	\$0	\$0
03/01/13-02/28/14	8/31/2019	78.0	\$1,217,817	\$1,208,821	\$649,430	0	\$0	\$0
03/01/14-02/28/15	8/31/2019	66.0	\$1,753,744	\$1,744,803	\$625,065	0	\$0	\$0
03/01/15-02/28/16	8/31/2019	54.0	\$4,704,541	\$2,784,431	\$592,178	1	\$1,951,614	\$302,419
03/01/16-02/28/17	8/31/2019	42.0	\$2,134,780	\$2,025,793	\$545,491	0	\$0	\$0
03/01/17-02/28/18	8/31/2019	30.0	\$1,030,958	\$984,738	\$474,472	0	\$0	\$0
03/01/18-02/28/19	8/31/2019	18.0	\$809,872	\$803,302	\$356,275	0	\$0	\$0
03/01/19-02/28/20	8/31/2019	6.0	\$332,546	\$182,044	\$184,006	0	\$0	\$0
Totals			\$90,919,149	\$86,220,108		32	\$16,394,408	\$13,535,568

(J)	(K)	(L)	(M)	(N)	(O)	(P)	(Q)
Accident Period	Evaluation Date	Maturity (months)	Cumulative Rptd Loss Dev Factor	Implied Limited Ultimate Losses	Cumulative Paid Loss Dev Factor	Implied Limited Ultimate Losses	Selected Estimated Ultimate Losses
03/01/86-02/28/87	8/31/2019	402.0	1.038	\$855,001	1.110	\$854,989	\$855,000
03/01/87-02/28/88	8/31/2019	390.0	1.037	\$1,782,879	1.114	\$1,789,617	\$1,773,574
03/01/88-02/28/89	8/31/2019	378.0	1.039	\$2,822,586	1.118	\$2,908,121	\$2,856,800
03/01/89-02/28/90	8/31/2019	366.0	1.040	\$2,082,136	1.122	\$2,246,369	\$2,147,823
03/01/90-02/28/91	8/31/2019	354.0	1.042	\$3,288,614	1.127	\$3,177,704	\$3,244,250
03/01/91-02/28/92	8/31/2019	342.0	1.044	\$6,129,374	1.132	\$6,428,535	\$6,249,038
03/01/92-02/28/93	8/31/2019	330.0	1.045	\$5,508,560	1.137	\$5,994,966	\$5,703,723
03/01/93-02/28/94	8/31/2019	318.0	1.047	\$8,296,950	1.143	\$8,876,726	\$8,528,860
03/01/94-02/28/95	8/31/2019	306.0	1.049	\$1,905,266	1.150	\$2,087,154	\$1,978,021
03/01/95-02/28/96	8/31/2019	294.0	1.052	\$7,280,224	1.157	\$7,981,825	\$7,660,864
03/01/96-02/28/97	8/31/2019	282.0	1.054	\$2,912,184	1.164	\$3,027,623	\$2,958,359
03/01/97-02/28/98	8/31/2019	270.0	1.057	\$2,412,373	1.172	\$2,604,441	\$2,480,200
03/01/98-02/28/99	8/31/2019	258.0	1.060	\$2,379,802	1.181	\$2,641,807	\$2,479,204
03/01/99-02/28/00	8/31/2019	246.0	1.064	\$1,903,727	1.191	\$2,042,368	\$1,959,183
03/01/00-02/28/01	8/31/2019	234.0	1.067	\$1,542,650	1.202	\$1,642,997	\$1,582,789
03/01/01-02/28/02	8/31/2019	222.0	1.072	\$2,379,378	1.215	\$2,553,151	\$2,448,887
03/01/02-02/28/03	8/31/2019	210.0	1.076	\$5,301,989	1.229	\$5,834,133	\$5,514,847
03/01/03-02/28/04	8/31/2019	198.0	1.082	\$1,762,635	1.244	\$1,886,908	\$1,844,343
03/01/04-02/28/05	8/31/2019	186.0	1.088	\$3,164,390	1.262	\$3,544,468	\$3,328,421
03/01/05-02/28/06	8/31/2019	174.0	1.095	\$1,728,195	1.283	\$2,022,424	\$1,844,687
03/01/06-02/28/07	8/31/2019	162.0	1.103	\$2,129,018	1.306	\$2,383,660	\$2,230,875
03/01/07-02/28/08	8/31/2019	150.0	1.112	\$1,715,914	1.334	\$2,032,451	\$1,842,529
03/01/08-02/28/09	8/31/2019	138.0	1.124	\$1,735,971	1.367	\$2,080,250	\$1,877,583
03/01/09-02/28/10	8/31/2019	126.0	1.137	\$1,755,409	1.407	\$2,171,486	\$1,921,888
03/01/10-02/28/11	8/31/2019	114.0	1.154	\$2,192,821	1.455	\$2,653,328	\$2,377,023
03/01/11-02/28/12	8/31/2019	102.0	1.175	\$2,473,404	1.516	\$3,078,129	\$2,715,294
03/01/12-02/28/13	8/31/2019	90.0	1.202	\$1,596,989	1.594	\$2,092,880	\$1,795,346
03/01/13-02/28/14	8/31/2019	78.0	1.238	\$1,508,284	1.899	\$2,053,209	\$1,726,242
03/01/14-02/28/15	8/31/2019	66.0	1.289	\$2,260,694	1.843	\$3,216,108	\$2,642,854
03/01/15-02/28/16	8/31/2019	54.0	1.384	\$4,555,452	2.057	\$5,906,185	\$5,095,748
03/01/16-02/28/17	8/31/2019	42.0	1.486	\$3,172,978	2.404	\$4,868,970	\$3,851,374
03/01/17-02/28/18	8/31/2019	30.0	1.716	\$1,768,478	3.051	\$3,004,235	\$2,263,351
03/01/18-02/28/19	8/31/2019	18.0	2.290	\$2,097,492	4.647	\$3,733,259	\$2,715,799
03/01/19-02/28/20	8/31/2019	6.0	5.567	\$1,851,315	13.583	\$2,472,660	\$2,099,853
Totals				\$86,184,178		\$111,983,139	\$102,603,704

Columns (D) and (E): Exhibit 1, Sheet 1

Column(F): Appendix B, Sheet 1

Columns (G) through (I): PMA Large Loss Report by Policy Period

Column(M): Appendix A, Sheet 9 & 9A

Column(N): (Col(D) - Col(H)) x Col(M) + Col(G) x Specific Retention

Column(O): Appendix A, Sheet 4 & 4A

Column(P): (Col(E) - Col(I)) x Col(O) + Col(G) x Specific Retention

Column(Q): 60% of Col. (N) and 40% Col. (P)

Gary R. Abramson, Casualty Actuarial Services

The City of Scranton
Workers' Compensation

Estimation of Limited Ultimate Losses

(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)
Accident Period	Limited Ultimate Losses	Loss Trend Factor	Trended Limited Ultimate Losses	Payroll	Payroll Trend Factor	Adjusted Payroll	Loss Rate per \$100 of Payroll
03/01/09-02/28/10	\$1,921,888	1.791	\$3,441,808	\$19,712,101	1.553	\$30,612,291	\$11.24
03/01/10-02/28/11	\$2,377,023	1.689	\$4,015,931	\$24,932,924	1.486	\$37,052,697	\$10.84
03/01/11-02/28/12	\$2,715,294	1.594	\$4,327,766	\$24,599,047	1.422	\$34,982,320	\$12.37
03/01/12-02/28/13	\$1,795,346	1.504	\$2,699,536	\$23,644,343	1.361	\$32,176,684	\$8.39
03/01/13-02/28/14	\$1,726,242	1.419	\$2,448,707	\$29,012,097	1.302	\$37,781,297	\$6.48
03/01/14-02/28/15	\$2,642,854	1.338	\$3,536,734	\$30,877,936	1.246	\$38,479,526	\$9.19
03/01/15-02/28/16	\$5,095,746	1.262	\$6,433,261	\$32,267,559	1.193	\$38,479,664	\$16.72
03/01/16-02/28/17	\$3,851,374	1.191	\$4,587,048	\$31,886,230	1.141	\$36,387,485	\$12.61
03/01/17-02/28/18	\$2,263,381	1.124	\$2,543,135	\$33,313,932	1.092	\$36,379,647	\$6.99
03/01/18-02/28/19	\$2,715,799	1.060	\$2,878,747	\$34,105,085	1.045	\$35,639,814	\$8.08
Total	\$27,104,945		\$36,912,676			\$357,971,424	\$10.31
Excl HI & Lo			\$28,030,708			\$281,710,464	\$9.95
Avg Last 5 Yrs			\$19,978,926			\$185,366,136	\$10.78
Avg Last 3 Yrs			\$10,008,930			\$108,406,946	\$9.23

(I)	(J)	(K)	(L)
Accident Period	Selected Loss Rate	Payroll	Forecast Limited Ultimate Losses
03/01/19-02/28/20	\$11.00	\$35,128,237	\$3,864,106
03/01/20-02/28/21	\$11.16	\$36,212,086	\$4,040,506

Column(F): Based upon a selected annual wage trend of 4.5%
 Column(G): Column (E) x Column (F)
 Column(H): Column (D) / Column (G)
 Column(J): Selected average of Column (H), trended for 2020-21
 Column(K): Exhibit 1, Sheet 2
 Column(L): Column (J) x Column (K)

Column(B): Exhibit 2, Sheet 3
 Column(C): Based upon a selected annual loss trend of 6.0%
 Column(D): Column (B) x Column (C)
 Column(E): Exhibit 1, Sheet 2

**The City of Scranton
Worker's Compensation**

Exhibit 4

Projection of Discounted Outstanding Losses

(A) <u>Accident Year</u>	(B) <u>Limited Ultimate Losses</u>	(C) <u>Paid Losses</u>	(D) <u>Outstanding Losses</u>	(E) <u>Discount Factor</u>	(F) <u>Discounted Outstanding Losses</u>
<i>As of August 31, 2019;</i>					
Pre - 1986	\$9,446,097	\$9,168,596	\$277,501	1.000	\$277,501
1986/87	\$855,000	\$850,000	\$5,001	1.000	\$5,001
1987/88	\$1,773,574	\$1,749,793	\$23,781	1.000	\$23,781
1988/89	\$2,856,800	\$2,706,577	\$150,223	0.989	\$148,570
1989/90	\$2,147,829	\$2,001,581	\$146,248	0.978	\$143,030
1990/91	\$3,244,250	\$2,819,662	\$424,588	0.972	\$412,593
1991/92	\$6,249,038	\$5,678,850	\$570,188	0.966	\$550,520
1992/93	\$5,703,723	\$5,270,593	\$433,130	0.955	\$413,706
1993/94	\$8,528,860	\$7,764,151	\$764,709	0.945	\$722,500
1994/95	\$1,978,021	\$1,815,475	\$162,546	0.934	\$151,816
1995/96	\$7,560,864	\$6,901,418	\$659,446	0.923	\$608,783
1996/97	\$2,958,359	\$2,600,878	\$357,481	0.912	\$326,105
1997/98	\$2,489,200	\$2,275,681	\$213,519	0.901	\$192,441
1998/99	\$2,479,204	\$2,236,204	\$243,000	0.890	\$216,344
1999/00	\$1,959,183	\$1,832,579	\$126,604	0.879	\$111,326
2000/01	\$1,582,789	\$1,481,672	\$101,117	0.868	\$87,805
2001/02	\$2,448,887	\$2,303,711	\$145,176	0.857	\$124,472
2002/03	\$5,514,847	\$4,971,424	\$543,423	0.846	\$459,981
2003/04	\$1,844,343	\$1,579,220	\$265,123	0.836	\$221,515
2004/05	\$3,328,421	\$2,974,212	\$354,209	0.827	\$293,015
2005/06	\$1,844,687	\$1,576,622	\$268,065	0.819	\$219,535
2006/07	\$2,230,875	\$2,000,433	\$230,441	0.813	\$187,285
2007/08	\$1,842,529	\$1,523,293	\$319,236	0.806	\$257,459
2008/09	\$1,877,683	\$1,528,870	\$348,813	0.803	\$280,035
2009/10	\$1,921,888	\$1,543,525	\$378,363	0.799	\$302,373
2010/11	\$2,377,023	\$1,823,067	\$553,956	0.798	\$441,950
2011/12	\$2,715,294	\$2,030,095	\$685,199	0.796	\$545,727
2012/13	\$1,795,346	\$1,312,588	\$482,758	0.797	\$384,813
2013/14	\$1,726,242	\$1,208,821	\$517,421	0.799	\$413,577
2014/15	\$2,642,854	\$1,744,803	\$898,051	0.803	\$720,731
2015/16	\$5,095,746	\$2,784,431	\$2,311,315	0.807	\$1,865,936
2016/17	\$3,851,374	\$2,025,783	\$1,825,591	0.813	\$1,485,115
2017/18	\$2,263,381	\$984,738	\$1,278,643	0.821	\$1,049,724
2018/19	\$2,715,799	\$803,302	\$1,912,497	0.830	\$1,586,580
2019/20	<u>\$1,932,053</u>	<u>\$182,044</u>	<u>\$1,750,009</u>	0.838	<u>\$1,467,335</u>
Totals	\$111,782,063	\$92,054,692	\$19,727,371		\$16,698,980

Column (B): Exhibit 2, Sheet 3, or Exhibit 1, Sheet 1 for Pre-1986

Accident Year 2019/20 from Loss Forecast, Exhibit 3, as of 6 months

Column (C): Exhibit 1, Sheet 1, less claim payments in excess of SIR

(applicable to program years 1986 - 1988, 1999 - 2004, and 2006)

Column (D): Column (B) - Column (C)

Column (E): Appendix C

Column (F): Column (D) x Column (E)

Gary R. Abramson, Casualty Actuarial Services

DISC_OS.XLS

23-Sep-19

The City of Scranton
Worker's Compensation

Exhibit 5

Projection of Annual Expenditure Amounts
Calendar Year 2020

(A)	(B)	(C)	(D)	(E)	(F)	(G)
Accident Year	Unlimited Ultimate Losses	Accident Year Age (in months) at 12/31/19	Ultimate Paid Loss Development Factor	Percentage Paid As of at 12/31/19	Percentage of Losses Paid in Upcoming 12 Months	Anticipated Losses & ALAE Paid in Upcoming 12 Months
Pre - 1986	\$9,446,097	454	1.012	98.8%	1.0%	\$94,461
1986/87	\$1,603,459	406	1.024	97.7%	1.0%	\$16,035
1987/88	\$2,621,621	394	1.036	96.6%	1.1%	\$29,675
1988/89	\$3,785,284	382	1.048	95.5%	1.1%	\$41,865
1989/90	\$2,147,829	370	1.060	94.4%	1.1%	\$23,217
1990/91	\$3,244,250	358	1.072	93.3%	1.1%	\$34,283
1991/92	\$6,249,038	346	1.084	92.3%	1.0%	\$64,573
1992/93	\$5,703,723	334	1.096	91.3%	1.0%	\$57,647
1993/94	\$8,528,860	322	1.108	90.3%	1.0%	\$84,333
1994/95	\$1,978,021	310	1.121	89.2%	1.0%	\$20,716
1995/96	\$7,560,864	298	1.134	88.2%	1.0%	\$77,369
1996/97	\$2,958,359	286	1.147	87.2%	1.0%	\$29,586
1997/98	\$2,525,264	274	1.160	86.2%	1.0%	\$24,688
1998/99	\$2,479,204	262	1.173	85.3%	1.0%	\$23,701
1999/00	\$2,259,452	250	1.186	84.3%	0.9%	\$21,126
2000/01	\$1,963,629	238	1.199	83.4%	0.9%	\$17,962
2001/02	\$2,827,868	226	1.211	82.6%	0.8%	\$23,247
2002/03	\$6,472,597	214	1.224	81.7%	0.9%	\$58,347
2003/04	\$2,079,144	202	1.239	80.7%	1.0%	\$20,635
2004/05	\$3,587,869	190	1.256	79.6%	1.1%	\$39,378
2005/06	\$1,844,687	178	1.276	78.4%	1.2%	\$22,497
2006/07	\$2,522,884	166	1.298	77.0%	1.4%	\$34,368
2007/08	\$1,842,529	154	1.324	75.5%	1.5%	\$28,200
2008/09	\$1,877,683	142	1.356	73.8%	1.7%	\$32,494
2009/10	\$1,921,888	130	1.393	71.8%	2.0%	\$37,874
2010/11	\$2,377,023	118	1.438	69.5%	2.3%	\$53,766
2011/12	\$2,715,294	106	1.494	66.9%	2.6%	\$71,121
2012/13	\$1,795,346	94	1.566	63.9%	3.1%	\$54,999
2013/14	\$1,726,242	82	1.660	60.2%	3.6%	\$62,545
2014/15	\$2,642,854	70	1.789	55.9%	4.3%	\$114,689
2015/16	\$6,142,007	58	1.975	50.6%	5.3%	\$323,786
2016/17	\$3,851,374	46	2.267	44.1%	6.5%	\$250,514
2017/18	\$2,263,381	34	2.781	36.0%	8.2%	\$184,641
2018/19	\$2,715,799	22	3.909	25.6%	10.4%	\$281,823
2019/20	\$3,864,106	10	8.075	12.4%	13.2%	\$509,968
2020/21	\$4,040,506	0	N/A	0.0%	12.4%	\$500,383
Totals	\$124,166,037					\$3,366,512

Column (B): Exhibit 2, Sheet 1 or Exhibit 3 for Accident Years 2019 and 2020

Column (D): Appendix A, Sheet 5, runoff of 1998/99 and prior

Column (E): 1/Column (D)

Column (F): Annual Differences in Column (E)

Pre-1986 based upon factors from Appendix A, Sheet 3, 4 year prior

Column (G): Column (B) x Column (F)

\$2,019,907	@ 60%
\$2,693,209	Midpoint

Analysis Based Upon Paid Loss and Expenses
As of December 31, 2017

ACCIDENT YEAR	12 Months	24 Months	36 Months	48 Months	60 Months	72 Months	84 Months	96 Months	108 Months	120 Months	132 Months	144 Months	156 Months	168 Months	180 Months	192 Months	204 Months	216 Months	228 Months	240 Months	252 Months	264 Months	276 Months	288 Months	300 Months	
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1/1/10 - 12/31/10																										
1/1/11 - 12/31/11																										

Analysis Based Upon Paid Loss and Expense
As of December 31, 2015

	12/31	24/35	38/48	49/59	60/72	72/84	84/93	98/108	108/120	120/132	132/144	144/155	156/169	169/180	180/192	192/204	204/216	216/228	228/240	240/252	252/264	264/276	276/288	288/300	Total
Gr. Average	2,532	1,450	1,270	1,205	1,151	1,123	1,088	1,074	1,059	1,033	1,009	1,045	1,034	1,052	1,028	1,028	1,030	1,035	1,021	1,021	1,022	1,022	1,024	1,024	1,024
Wpd Avg	2,184	1,469	1,250	1,207	1,144	1,149	1,088	1,069	1,062	1,038	1,037	1,042	1,033	1,045	1,027	1,028	1,029	1,032	1,017	1,017	1,021	1,021	1,023	1,024	1,024
AW (High & Low)	2,202	1,462	1,248	1,237	1,154	1,116	1,088	1,072	1,055	1,035	1,032	1,059	1,034	1,041	1,028	1,028	1,032	1,035	1,021	1,021	1,022	1,022	1,024	1,024	1,024
Standard	2,215	1,450	1,260	1,205	1,145	1,135	1,066	1,078	1,059	1,038	1,062	1,042	1,034	1,046	1,028	1,028	1,030	1,033	1,020	1,020	1,022	1,022	1,024	1,024	1,100
Cumulative	12,418	6,603	3,857	3,222	2,547	2,225	1,960	1,805	1,674	1,581	1,523	1,434	1,376	1,331	1,273	1,273	1,239	1,202	1,163	1,141	1,094	1,071	1,048	1,024	1,075
Cumulative w/	13,350	6,927	4,155	3,464	2,783	2,381	2,107	1,940	1,800	1,699	1,637	1,542	1,480	1,431	1,383	1,331	1,292	1,254	1,228	1,202	1,176	1,151	1,128	1,101	1,075
PMA Rtd	3,432	1,809	1,425	1,209	1,189	1,141	1,111	1,069	1,074	1,053	1,054	1,047	1,041	1,037	1,033	1,033	1,030	1,027	1,025	1,023	1,021	1,021	1,023	1,024	1,024
4000 Internal LDFs	7,359	2,465	2,517	2,147	1,308	1,041	1,509	1,439	1,364	1,317	1,287	1,245	1,217	1,194	1,167	1,150	1,135	1,115	1,104	1,093	1,082	1,071	1,064	1,054	1,075
2005 Bureau Factors	6,779	3,415	2,701	2,220	2,070	1,908	1,769	1,685	1,607	1,540	1,476	1,418	1,364	1,316	1,270	1,238	1,190	1,157	1,115	1,093	1,071	1,048	1,024	1,024	1,075
Cumulative for Industry Grouping 40: Public Administration																									
50/50 Weighting (Bureau/Scranton Internal)	7,089	3,456	2,609	2,294	1,939	1,774	1,649	1,558	1,468	1,429	1,382	1,331	1,280	1,255	1,219	1,189	1,163	1,143	1,123	1,103	1,083	1,063	1,043	1,023	1,073

PMA Rates: Appendix 4B, with base rates for employers displayed within Appendix 1A & 1B, as of August 31, 2015
Scranton LDF weights: 95% PMA only experience, 45% prior TPA's combined experience

City of Scranton - PMA experience only
Workers Compensation

Appendix A
Sheet 1A

Analysis Based Upon Paid Loss and Expenses
As of August 31, 2019

ACCIDENT YEAR	6 Months	18 Months	30 Months	42 Months	54 Months	66 Months	78 Months	90 Months	102 Months	114 Months	126 Months	138 Months	150 Months	162 Months	174 Months	186 Months	198 Months	210 Months	222 Months	234 Months
3/1/87 - 2/28/88																		\$2,284,932	\$2,284,932	\$2,284,932
3/1/88 - 2/28/89																		\$2,216,524	\$2,216,524	\$2,216,524
3/1/89 - 2/28/90																		\$2,026,959	\$2,026,959	\$2,026,959
3/1/90 - 2/28/91																		\$1,751,046	\$1,751,046	\$1,751,046
3/1/91 - 2/28/92																		\$2,505,028	\$2,505,028	\$2,505,028
3/1/92 - 2/28/93																		\$1,751,046	\$1,751,046	\$1,751,046
3/1/93 - 2/28/94																		\$2,505,028	\$2,505,028	\$2,505,028
3/1/94 - 2/28/95																		\$5,609,932	\$5,609,932	\$5,609,932
3/1/95 - 2/28/96																		\$2,505,028	\$2,505,028	\$2,505,028
3/1/96 - 2/28/97																		\$1,751,046	\$1,751,046	\$1,751,046
3/1/97 - 2/28/98																		\$2,505,028	\$2,505,028	\$2,505,028
3/1/98 - 2/28/99																		\$5,609,932	\$5,609,932	\$5,609,932
3/1/99 - 2/28/00																		\$2,505,028	\$2,505,028	\$2,505,028
3/1/00 - 2/28/01																		\$1,751,046	\$1,751,046	\$1,751,046
3/1/01 - 2/28/02																		\$2,505,028	\$2,505,028	\$2,505,028
3/1/02 - 2/28/03																		\$5,609,932	\$5,609,932	\$5,609,932
3/1/03 - 2/28/04																		\$2,505,028	\$2,505,028	\$2,505,028
3/1/04 - 2/28/05																		\$1,751,046	\$1,751,046	\$1,751,046
3/1/05 - 2/28/06																		\$2,505,028	\$2,505,028	\$2,505,028
3/1/06 - 2/28/07																		\$5,609,932	\$5,609,932	\$5,609,932
3/1/07 - 2/28/08																		\$2,505,028	\$2,505,028	\$2,505,028
3/1/08 - 2/28/09																		\$1,751,046	\$1,751,046	\$1,751,046
3/1/09 - 2/28/10																		\$2,505,028	\$2,505,028	\$2,505,028
3/1/10 - 2/28/11																		\$5,609,932	\$5,609,932	\$5,609,932
3/1/11 - 2/28/12																		\$2,505,028	\$2,505,028	\$2,505,028
3/1/12 - 2/28/13																		\$1,751,046	\$1,751,046	\$1,751,046
3/1/13 - 2/28/14																		\$2,505,028	\$2,505,028	\$2,505,028
3/1/14 - 2/28/15																		\$5,609,932	\$5,609,932	\$5,609,932
3/1/15 - 2/28/16																		\$2,505,028	\$2,505,028	\$2,505,028
3/1/16 - 2/28/17																		\$1,751,046	\$1,751,046	\$1,751,046
3/1/17 - 2/28/18																		\$2,505,028	\$2,505,028	\$2,505,028
3/1/18 - 2/28/19																		\$5,609,932	\$5,609,932	\$5,609,932
3/1/19 - 2/28/20																		\$2,505,028	\$2,505,028	\$2,505,028
ACCIDENT YEAR	6.18	18.30	30.42	42.54	54.66	66.78	78.90	90.102	102.114	114.126	126.138	138.150	150.162	162.174	174.186	186.198	198.210	210.222	222.234	234.246
3/1/87 - 2/28/88																				
3/1/88 - 2/28/89																				
3/1/89 - 2/28/90																				
3/1/90 - 2/28/91																				
3/1/91 - 2/28/92																				
3/1/92 - 2/28/93																				
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3/1/94 - 2/28/95																				
3/1/95 - 2/28/96																				
3/1/96 - 2/28/97																				
3/1/97 - 2/28/98																				
3/1/98 - 2/28/99																				
3/1/99 - 2/28/00																				
3/1/00 - 2/28/01																				
3/1/01 - 2/28/02																				
3/1/02 - 2/28/03																				
3/1/03 - 2/28/04																				
3/1/04 - 2/28/05																				
3/1/05 - 2/28/06																				
3/1/06 - 2/28/07																				
3/1/07 - 2/28/08																				
3/1/08 - 2/28/09																				
3/1/09 - 2/28/10																				
3/1/10 - 2/28/11																				
3/1/11 - 2/28/12																				
3/1/12 - 2/28/13																				
3/1/13 - 2/28/14																				
3/1/14 - 2/28/15																				
3/1/15 - 2/28/16																				
3/1/16 - 2/28/17																				
3/1/17 - 2/28/18																				
3/1/18 - 2/28/19																				

Paid_PMA_Triangl.xls

23-Sep-19

City of Scranton - PMA experience only
Workers Compensation

Analysis Based Upon Paid Loss and Expenses
As of August 31, 2019

	Point to Point Paid Loss Development Factors																		Total	
	5-18	18-30	30-42	42-54	54-68	68-78	78-90	90-102	102-114	114-126	126-138	138-150	150-162	162-174	174-186	186-198	198-210	210-222	222-234	Total
Sr. Average	5.755	1.360	1.148	1.115	1.021	1.014	1.015	1.014	1.032	1.010	1.008	1.006	1.006	1.006	1.004	1.004	1.004	1.007	1.007	1.003
Wghtd Avg.	5.843	1.319	1.158	1.020	1.015	1.015	1.015	1.014	1.031	1.010	1.008	1.006	1.006	1.004	1.003	1.003	1.003	1.007	1.007	1.003
Avg (r-high & low)	5.486	1.232	1.160	1.079	1.019	1.017	1.011	1.015	1.017	1.004	1.002	1.002	1.003	1.002	1.001	1.001	1.000	1.000	1.001	1.001
Selected	5.750	1.325	1.155	1.090	1.020	1.015	1.015	1.015	1.030	1.010	1.007	1.005	1.005	1.005	1.003	1.003	1.001	1.007	1.007	1.003
Cumulative/No bill	11.285	1.953	1.481	1.282	1.177	1.153	1.135	1.120	1.103	1.071	1.050	1.053	1.048	1.022	1.017	1.014	1.011	1.010	1.010	1.003
Cumulative/With bill	11.295	1.963	1.481	1.282	1.177	1.153	1.136	1.120	1.103	1.071	1.050	1.053	1.048	1.022	1.017	1.014	1.011	1.010	1.010	1.003

21-Sep-19

Paid_PMA_Trianglcr.xls

ANALYSIS OF DEVELOPMENT PATTERNS
USING "THE METHOD OF LEAST SQUARES"[illegible]

CITY_PAID_TAIL.xls

03-089-19

The City of Scranton
Weighted Average of PA Bureau of WC Paid Loss Development Factors
& City of Scranton WC Weighted Paid Loss Development Factors

ANALYSIS OF DEVELOPMENT PATTERNS
USING "THE METHOD OF LEAST SQUARES"

ACTUAL VALUES		TRANSFORMED VALUES		FITTED VALUES		TRANSFORMED VALUES		FITTED VALUES		TRANSFORMED VALUES		FITTED VALUES		TRANSFORMED VALUES		FITTED VALUES	
X	Y	X	LN(LN(Y))	X	Y	LN(X)	Double Log [Y/(Y-1)]	X	Y	LN(1/X)	LN(Y-1)	X	Y	LN(1/X)	LN(Y-1)	X	Y
12	7.089	12.00	0.67	6.0	5.791	2.48	-1.88	6.0	11.599	-2.48	1.81	6.0	13.583	-2.48	1.81	6.0	13.583
24	3.456	24.00	0.22	18.0	4.221	3.18	-1.07	18.0	4.889	-3.18	0.90	18.0	4.647	-3.18	0.90	18.0	4.647
36	2.609	36.00	-0.04	30.0	3.257	3.58	-0.73	30.0	3.149	-3.58	0.48	30.0	3.051	-3.58	0.48	30.0	3.051
48	2.234	48.00	-0.22	42.0	2.633	3.87	-0.52	42.0	2.478	-3.87	0.21	42.0	2.404	-3.87	0.21	42.0	2.404
60	1.939	60.00	-0.41	54.0	2.212	4.09	-0.32	54.0	2.098	-4.09	-0.06	54.0	2.057	-4.09	-0.06	54.0	2.057
72	1.774	72.00	-0.56	66.0	1.917	4.28	-0.19	66.0	1.854	-4.28	-0.28	66.0	1.843	-4.28	-0.28	66.0	1.843
84	1.649	84.00	-0.69	78.0	1.705	4.43	-0.07	78.0	1.684	-4.43	-0.43	78.0	1.699	-4.43	-0.43	78.0	1.699
96	1.558	96.00	-0.81	90.0	1.549	4.56	0.03	90.0	1.560	-4.56	-0.58	90.0	1.594	-4.56	-0.58	90.0	1.594
				102.0	1.431			102.0	1.466			102.0	1.516			102.0	1.516
				114.0	1.342			114.0	1.393			114.0	1.455			114.0	1.455
				126.0	1.273			126.0	1.334			126.0	1.407			126.0	1.407
				138.0	1.219			138.0	1.286			138.0	1.367			138.0	1.367
				150.0	1.176			150.0	1.247			150.0	1.334			150.0	1.334
				162.0	1.142			162.0	1.214			162.0	1.306			162.0	1.306
				174.0	1.115			174.0	1.186			174.0	1.283			174.0	1.283
				186.0	1.093			186.0	1.163			186.0	1.262			186.0	1.262
				198.0	1.076			198.0	1.143			198.0	1.244			198.0	1.244
				210.0	1.062			210.0	1.126			210.0	1.229			210.0	1.229
				222.0	1.050			222.0	1.111			222.0	1.215			222.0	1.215
				234.0	1.041			234.0	1.098			234.0	1.202			234.0	1.202
SUM		432.00	-1.85			30.48	-4.76			-30.48	2.06			-30.48	2.06		
AVERAGE		54.00	-0.23			3.81	-0.59			-3.81	0.26			-3.81	0.26		
		PARAMETER ESTIMATES		PARAMETER ESTIMATES		PARAMETER ESTIMATES		PARAMETER ESTIMATES		PARAMETER ESTIMATES		PARAMETER ESTIMATES		PARAMETER ESTIMATES		PARAMETER ESTIMATES	
		N =		N =		N =		N =		N =		N =		N =		N =	
		A =		A =		A =		A =		A =		A =		A =		A =	
		B =		B =		B =		B =		B =		B =		B =		B =	
		R ² =		R ² =		R ² =		R ² =		R ² =		R ² =		R ² =		R ² =	
		8,000		8,000		8,000		8,000		8,000		8,000		8,000		8,000	
		6,956		0.018		0.018		0.018		94,816		94,816		94,816		94,816	
		0.984		0.897		0.897		0.897		1.127		1.127		1.127		1.127	
		0.950		0.990		0.990		0.990		0.998		0.998		0.998		0.998	

ANALYSIS OF DEVELOPMENT PATTERNS
 USING "THE METHOD OF LEAST SQUARES"

ACTUAL VALUES		Curve : $Y = A(B^X)$ (Power Model)		Curve : $Y = 1 / (1 - \exp(-AX^B))$ (Weibull)		Curve : $Y = A * (1/X)^B + 1$ (Inverse Power Curve)		*** SELECTED ***	
X	Y	X	LN[LN(Y)]	LN(X)	Double Log [Y/(Y-1)]	LN(1/X)	LN(Y-1)		
TRANSFORMED VALUES		TRANSFORMED VALUES		TRANSFORMED VALUES		TRANSFORMED VALUES		FITTED VALUES	
Σ	Y'	Σ	Y'	Σ	Y'	Σ	Y'	Σ	Y'
12	7.089	12.00	0.67	2.48	-1.88	-2.48	1.81	246.0	1.191
24	3.456	24.00	0.22	3.18	-1.07	-3.18	0.90	258.0	1.181
36	2.609	36.00	-0.04	3.58	-0.73	-3.58	0.48	270.0	1.172
48	2.234	48.00	-0.22	3.87	-0.52	-3.87	0.21	282.0	1.164
60	1.939	60.00	-0.41	4.09	-0.32	-4.09	-0.06	294.0	1.157
72	1.774	72.00	-0.56	4.28	-0.19	-4.28	-0.28	306.0	1.150
84	1.649	84.00	-0.69	4.43	-0.07	-4.43	-0.43	318.0	1.143
96	1.553	96.00	-0.81	4.56	0.03	-4.56	-0.58	330.0	1.137
								342.0	1.132
								354.0	1.127
								366.0	1.122
								378.0	1.118
								390.0	1.114
								402.0	1.110
								414.0	1.106
								426.0	1.103
								438.0	1.100
								450.0	1.097
								462.0	1.094
								474.0	1.091
SUM		432.00	-1.65	30.48	-4.76	-30.48	2.05		
AVERAGE		54.00	-0.23	3.81	-0.59	-3.81	0.26		
PARAMETER ESTIMATES		PARAMETER ESTIMATES		PARAMETER ESTIMATES		PARAMETER ESTIMATES		PARAMETER ESTIMATES	
N =	8,000	N =	8,000	N =	8,000	N =	8,000	N =	8,000
A =	6.956	A =	0.018	A =	0.018	A =	94.816	A =	94.816
B =	0.994	B =	0.897	B =	0.897	B =	1.127	B =	1.127
R^2 =	0.950	R^2 =	0.990	R^2 =	0.990	R^2 =	0.996	R^2 =	0.996

PAID_FIT2.xls

23-Sep-19

The City of Scranton
 Weighted Average of PA Bureau of WC Paid Loss Development Factors
 & City of Scranton WC Weighted Paid Loss Development Factors

Appendix A
 Sheet 5

ANALYSIS OF DEVELOPMENT PATTERNS
 USING "THE METHOD OF LEAST SQUARES"

ACTUAL VALUES		Curve: $Y = A \cdot (B \cdot X)^C$ (Power Model)		Curve: $Y = 1 / (1 - \exp(-A \cdot X^B))$ (Weibull)		Curve: $Y = A \cdot (1/X)^B + 1$ (Inverse Power Curve)		*** SELECTED ***	
X	Y	X	LN(LN(Y))	LN(X)	Double Log [Y/(Y+1)]	LN(1/X)	LN(Y-1)	X	Y
12	7.089	12.00	0.67	2.48	-1.88	-2.48	1.81	10	8.075
24	3.456	24.00	0.22	3.18	-1.07	-3.18	0.90	22	3.909
36	2.609	36.00	-0.04	3.56	-0.73	-3.56	0.48	34	2.781
48	2.234	48.00	-0.22	3.87	-0.52	-3.87	0.21	46	2.267
60	1.939	60.00	-0.41	4.09	-0.32	-4.09	-0.06	58	1.975
72	1.774	72.00	-0.56	4.28	-0.19	-4.28	-0.26	70	1.789
84	1.649	84.00	-0.69	4.43	-0.07	-4.43	-0.43	82	1.680
96	1.558	96.00	-0.81	4.56	0.03	-4.56	-0.58	94	1.566
		106	1.399					106	1.494
		118	1.317					118	1.438
		130	1.253					130	1.393
		142	1.203					142	1.356
		154	1.164					154	1.324
		166	1.132					166	1.298
		178	1.107					178	1.276
		190	1.087					190	1.256
		202	1.071					202	1.239
		214	1.058					214	1.224
		226	1.047					226	1.211
		238	1.039					238	1.199
SUM		432.00	-1.85	30.48	-4.76	-30.48	2.06		
AVERAGE		54.00	-0.23	3.81	-0.59	-3.81	0.26		
		PARAMETER ESTIMATES		PARAMETER ESTIMATES		PARAMETER ESTIMATES			
		N = 8.000		N = 8.000		N = 8.000			
		A = 6.956		A = 0.018		A = 94.816			
		B = 0.984		B = 0.897		B = 1.127			
		R^2 = 0.950		R^2 = 0.980		R^2 = 0.998			

PAYOUTS.xls

23-Sep-19

Analysis Based Upon Incurred Loss and Expenses
As of December 31, 2011

	12/24	24/25	28/28	46/49	60/72	72/84	84/98	98/105	108/120	120/132	132/144	144/156	156/168	168/180	180/192	192/204	204/216	216/228	228/240	240/252	252/264	264/276	276/288	288/300	300
30. Average	2.155	1.322	1.306	1.002	0.985	1.016	1.047	1.007	1.015	0.990	1.037	1.012	1.002	1.003	1.003	1.002	1.003	1.003	1.012	1.012	0.995	1.002	1.002	1.002	1.009
Wind Avg.	1.387	1.268	1.168	1.009	0.984	1.007	1.035	1.001	1.015	0.985	1.033	1.017	1.005	1.002	1.002	1.002	1.003	1.003	1.003	1.003	0.995	1.002	1.004	1.004	1.009
Avg (High & Low)	2.025	1.297	1.163	1.022	0.990	1.016	1.028	1.013	1.009	1.003	1.031	1.006	1.001	1.003	1.003	1.002	1.003	1.003	1.003	1.003	0.995	1.002	1.004	1.004	1.009
Selected	2.025	1.300	1.165	1.082	0.985	1.012	1.035	1.007	1.019	1.000	1.034	1.012	1.003	1.003	1.003	1.002	1.003	1.003	1.010	1.015	0.995	1.002	1.003	1.003	1.010
Comulative No. of	3,930	1,941	1,463	1,280	1,164	1,152	1,168	1,129	1,121	1,165	1,160	1,070	1,057	1,054	1,051	1,049	1,044	1,040	1,034	1,024	1,009	1,014	1,012	1,008	1,010
Comulative Yearly	3,970	1,960	1,508	1,272	1,176	1,184	1,180	1,146	1,132	1,117	1,117	1,081	1,069	1,065	1,062	1,059	1,054	1,050	1,045	1,034	1,019	1,024	1,022	1,019	1,010
PHIA Filled	2,389	1,504	1,270	1,163	1,132	1,101	1,081	1,058	1,058	1,043	1,042	1,037	1,033	1,029	1,028	1,024	1,022	1,020	1,019	1,017	1,004	1,004	1,002	1,002	1,010
40/60 Internal LDFs	3,022	1,897	1,370	1,210	1,150	1,130	1,120	1,096	1,086	1,076	1,072	1,054	1,047	1,043	1,040	1,038	1,035	1,032	1,029	1,024	1,009	1,014	1,012	1,008	1,010
2005 Bureau Factors	3,271	2,112	1,768	1,560	1,464	1,390	1,354	1,283	1,258	1,225	1,192	1,161	1,134	1,110	1,087	1,066	1,044	1,020	1,000	1,000	1,000	1,000	1,000	1,000	1,000
Candidate for Industry Grouping 16: Public Administration																									
50/60 Weighting	3,146	1,809	1,578	1,390	1,307	1,264	1,227	1,194	1,172	1,150	1,122	1,108	1,090	1,077	1,064	1,052	1,044	1,034	1,024	1,014	1,004	1,004	1,002	1,002	1,009
(Bureau/Scranton Internal)																									

PHIA Filled: Appendix 25, with base stipulations displayed within Appendix 2A & 2B, as of August 31, 2015
Scranton LDF: weights: 60% PHIA only experience, 40% prior TP's combined experience

*Analysis Based Upon Incurred Loss and Expenses
As of August 31, 2019*

[illegible]

City of Scranton - PMA experience only
Workers Compensation

Analysis Based Upon Incurred Loss and Expenses

As of August 31, 2019

	6-18	18-30	30-42	42-54	54-66	66-78	78-90	Point to Point Incurred Loss Development Factors										198-210	210-222	222-234	Total
								90-102	102-114	114-126	126-138	138-150	150-162	162-174	174-198	186-198					
Std. Average	5.783	1.262	1.052	1.105	1.017	1.001	0.994	1.025	1.023	1.010	0.979	1.002	1.032	0.983	1.002	1.001	1.000	1.000	1.007	0.979	
Wgd Avg.	5.830	1.221	1.051	1.049	1.017	1.000	0.995	1.025	1.021	1.010	0.978	0.989	1.030	0.967	1.000	1.001	1.000	1.000	1.008	0.976	
Avg (x-high & low)	3.879	1.278	1.050	1.038	1.019	1.003	0.984	1.010	1.008	1.009	1.000	1.001	1.004	1.000	1.001	1.001	1.000	1.000	1.000	1.000	
Selected	4.000	1.265	1.050	1.075	1.018	1.002	1.000	1.025	1.022	1.010	1.000	1.001	1.030	1.000	1.001	1.001	1.000	1.000	1.007	1.000	
Cumulative/No bill	6.413	1.603	1.287	1.207	1.123	1.103	1.101	1.101	1.074	1.051	1.040	1.040	1.038	1.009	1.009	1.008	1.007	1.007	1.007	1.000	
Cumulative/With	8.413	1.603	1.287	1.207	1.123	1.103	1.101	1.101	1.074	1.051	1.040	1.040	1.038	1.009	1.009	1.008	1.007	1.007	1.007	1.000	

23-Sep-19

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ANALYSIS OF DEVELOPMENT PATTERNS
USING "THE METHOD OF LEAST SQUARES"

ACTUAL VALUES		TRANSFORMED VALUES		FITTED VALUES		TRANSFORMED VALUES		FITTED VALUES		TRANSFORMED VALUES		FITTED VALUES		TRANSFORMED VALUES		FITTED VALUES	
		Curve : $Y = A \cdot (B^X)$ (Power Model)				Curve : $Y = 1 / (1 - \exp(-A \cdot X^B))$ (Weibull)				Curve : $Y = A \cdot (1/X)^B + 1$ (Inverse Power Curve)							
X	Y	X	LN(LN(Y))	X	Y	LN(X)	Double Log [Y/(Y-1)]	X	Y	LN(1/X)	LN(Y-1)	X	Y	X	Y	X	Y
12	3,940	12.00	0.31	120.0	1.009	2.48	-1.23	120	1.010	-2.48	1.08	120	1.052	120	1.052	120	1.010
24	1,941	24.00	-0.41	132.0	1.005	3.18	-0.32	132	1.006	-3.18	-0.06	132	1.044	132	1.044	132	1.006
36	1,493	36.00	-0.91	144.0	1.003	3.58	0.10	144	1.003	-3.58	-0.71	144	1.038	144	1.038	144	1.003
48	1,280	48.00	-1.47	156.0	1.002	3.87	0.46	156	1.002	-3.87	-1.35	156	1.033	156	1.033	156	1.002
60	1,184	60.00	-1.88	168.0	1.001	4.09	0.67	168	1.001	-4.09	-1.81	168	1.029	168	1.029	168	1.001
				180.0	1.001			180	1.001			180	1.025	180	1.025	180	1.001
				192.0	1.000			192	1.000			192	1.023	192	1.023	192	1.000
				204.0	1.000			204	1.000			204	1.020	204	1.020	204	1.000
				216.0	1.000			216	1.000			216	1.018	216	1.018	216	1.000
				228.0	1.000			228	1.000			228	1.017	228	1.017	228	1.000
				240.0	1.000			240	1.000			240	1.015	240	1.015	240	1.000
				252.0	1.000			252	1.000			252	1.014	252	1.014	252	1.000
				264.0	1.000			264	1.000			264	1.013	264	1.013	264	1.000
				276.0	1.000			276	1.000			276	1.012	276	1.012	276	1.000
				288.0	1.000			288	1.000			288	1.011	288	1.011	288	1.000
				300.0	1.000			300	1.000			300	1.010	300	1.010	300	1.000
				312.0	1.000			312	1.000			312	1.010	312	1.010	312	1.000
				324.0	1.000			324	1.000			324	1.009	324	1.009	324	1.000
				336.0	1.000			336	1.000			336	1.008	336	1.008	336	1.000
				348.0	1.000			348	1.000			348	1.008	348	1.008	348	1.000
SUM		180.00	-4.36			17.21	-0.32			-17.21	-2.65						
AVERAGE		36.00	-0.87			3.44	-0.06			-3.44	-0.57						
		PARAMETER ESTIMATES		PARAMETER ESTIMATES		PARAMETER ESTIMATES		PARAMETER ESTIMATES		PARAMETER ESTIMATES		PARAMETER ESTIMATES		PARAMETER ESTIMATES		PARAMETER ESTIMATES	
		N = 5,000		N = 5,000		N = 5,000		N = 5,000		N = 5,000		N = 5,000		N = 5,000		N = 5,000	
		A = 8,527		A = 0.016		A = 0.016		A = 0.016		A = 255.180		A = 255.180		A = 255.180		A = 255.180	
		B = 0.956		B = 1.180		B = 1.180		B = 1.180		B = 1.775		B = 1.775		B = 1.775		B = 1.775	
		R^2 = 0.991		R^2 = 0.998		R^2 = 0.998		R^2 = 0.998		R^2 = 0.995		R^2 = 0.995		R^2 = 0.995		R^2 = 0.995	

CITY_RPTD_FIT_TAIL.xls

23-Sep-19

The City of Scranton
Weighted Averages of PA Bureau of WC Incurred Loss Development Factors
& City of Scranton WC Weighted Incurred Loss Development Factors

ANALYSIS OF DEVELOPMENT PATTERNS
USING "THE METHOD OF LEAST SQUARES"

ACTUAL VALUES		Curve : $Y = A \cdot (1/X)^B + 1$ (Power Model)		Curve : $Y = 1 / (1 + \exp(-AX^B))$ (Weibull)		Curve : $Y = A \cdot (1/X)^B + 1$ (Inverse Power Curve)		*** SELECTED ***	
X	Y	X	LN(Y)	LN(X)	Double Log [Y/(Y-1)]	LN(X)	LN(Y-1)	X	Y
12	3.146	12.00	0.14	2.48	-0.96	-2.48	0.76	6.0	5.567
24	1.899	24.00	-0.44	3.18	-0.29	-3.18	-0.11	18.0	2.290
36	1.579	36.00	-0.78	3.58	0.00	-3.58	-0.55	30.0	1.716
48	1.399	48.00	-1.09	3.87	0.23	-3.87	-0.92	42.0	1.486
60	1.307	60.00	-1.32	4.09	0.37	-4.09	-1.18	54.0	1.364
72	1.264	72.00	-1.45	4.28	0.45	-4.28	-1.33	66.0	1.289
84	1.227	84.00	-1.59	4.43	0.52	-4.43	-1.48	78.0	1.238
96	1.194	96.00	-1.73	4.56	0.60	-4.56	-1.64	90.0	1.202
								102.0	1.175
								114.0	1.154
								126.0	1.137
								138.0	1.124
								150.0	1.112
								162.0	1.103
								174.0	1.095
								186.0	1.088
								198.0	1.082
								210.0	1.076
								222.0	1.072
								234.0	1.067
SUM		432.00	-3.25	30.48	0.91	-30.48	-5.44		
AVERAGE		54.00	-1.03	3.81	0.11	-3.81	-0.80		
		PARAMETER ESTIMATES		PARAMETER ESTIMATES		PARAMETER ESTIMATES		PARAMETER ESTIMATES	
		N = 8.000		N = 8.000		N = 8.000		N = 8.000	
		A = 2.991		A = 0.067		A = 35.917		A = 35.917	
		B = 0.979		B = 0.739		B = 1.151		B = 1.151	
		R^2 = 0.928		R^2 = 0.984		R^2 = 0.984		R^2 = 0.988	

RPTD_FIT.xls

25-Sep-19

The City of Scranton
PA Bureau of WC - Reported Claim Development Factors, Public Administration
ANALYSIS OF DEVELOPMENT PATTERNS
USING "THE METHOD OF LEAST SQUARES"

ACTUAL VALUES		Curve : $Y = A \cdot (B \cdot X)$ (Power Model)		Curve : $Y = 1 / (1 - \exp(-A \cdot X^B))$ (Weibull)		Curve : $Y = A \cdot (1/X)^B + 1$ (Inverse Power Curve)		*** SELECTED ***	
		TRANSFORMED VALUES		TRANSFORMED VALUES		TRANSFORMED VALUES		TRANSFORMED VALUES	
		LN(LN(Y))		Double Log [Y/(Y-1)]		LN(1/X)		LN(Y-1)	
X	Y	X	Y	X	Y	X	Y	X	Y
Cumulative Maturity Rptd Claim (Months) Dev Factor									
18	1.057	18.00	-2.73	2.89	1.02	-2.89	-2.70	8.0	2.393
30	1.012	30.00	-4.46	3.40	1.50	-3.40	-4.46	20.0	1.048
42	1.006	42.00	-5.20	3.74	1.85	-3.74	-5.19	32.0	1.013
54	1.002	54.00	-6.48	3.99	1.87	-3.99	-6.48	44.0	1.004
66	1.001	66.00	-7.53	4.19	2.02	-4.19	-7.53	56.0	1.001
		80.0	1.000	80.0	1.000	80.0	1.000	80.0	1.000
		92.0	1.000	92.0	1.000	92.0	1.000	92.0	1.000
		104.0	1.000	104.0	1.000	104.0	1.000	104.0	1.000
		116.0	1.000	116.0	1.000	116.0	1.000	116.0	1.000
		128.0	1.000	128.0	1.000	128.0	1.000	128.0	1.000
		140.0	1.000	140.0	1.000	140.0	1.000	140.0	1.000
		152.0	1.000	152.0	1.000	152.0	1.000	152.0	1.000
		164.0	1.000	164.0	1.000	164.0	1.000	164.0	1.000
		176.0	1.000	176.0	1.000	176.0	1.000	176.0	1.000
		188.0	1.000	188.0	1.000	188.0	1.000	188.0	1.000
		200.0	1.000	200.0	1.000	200.0	1.000	200.0	1.000
		212.0	1.000	212.0	1.000	212.0	1.000	212.0	1.000
		224.0	1.000	224.0	1.000	224.0	1.000	224.0	1.000
		236.0	1.000	236.0	1.000	236.0	1.000	236.0	1.000
SUM		210.00	-26.40	18.21	8.05	-18.21	-26.36		
AVERAGE		42.00	-5.28	3.64	1.61	-3.64	-5.27		
		PARAMETER ESTIMATES		PARAMETER ESTIMATES		PARAMETER ESTIMATES		PARAMETER ESTIMATES	
		N =	5,000	N =	5,000	N =	5,000	N =	5,000
		A =	1,344	A =	0.325	A =	2416.728	A =	2416.728
		B =	0.908	B =	0.751	B =	3.557	B =	3.557
		R^2 =	0.987	R^2 =	0.989	R^2 =	0.989	R^2 =	0.989

PCRB_CLAIM.xls

25-Sep-19

The City of Scranton
 Weighted Average of PA Bureau of WC Incurred Loss Development Factors
 & City of Scranton WC Weighted Incurred Loss Development Factors

Appendix A
 Sheet 11

ANALYSIS OF DEVELOPMENT PATTERNS
 USING "THE METHOD OF LEAST SQUARES"

ACTUAL VALUES		TRANSFORMED VALUES		FITTED VALUES		TRANSFORMED VALUES		FITTED VALUES		TRANSFORMED VALUES		FITTED VALUES		TRANSFORMED VALUES		FITTED VALUES	
		Curve : $Y = A \cdot (B^X)$ (Power Model)				Curve : $Y = 1 / (1 - \exp(-AX^B))$ (Weibull)				Curve : $Y = A \cdot (1/X)^B + 1$ (Inverse Power Curve)							
X	Y	X	Y'	X	Y	LN(X)	Double Log [Y/(Y-1)]	X	Y	LN(1/X)	LN(Y-1)	X	Y	X	Y	X	Y
12	3.146	12.00	0.14	8.0	2.528	2.48	-0.96	5.0	3.730	-2.48	0.78	8.0	4.280	8.0	4.280	8.0	4.280
24	1.899	24.00	-0.44	20.0	2.060	3.18	-0.29	20.0	2.179	-3.18	-0.11	20.0	2.142	20.0	2.142	20.0	2.142
36	1.579	36.00	-0.78	32.0	1.756	3.58	0.00	32.0	1.722	-3.58	-0.55	32.0	1.665	32.0	1.665	32.0	1.665
48	1.369	48.00	-1.09	44.0	1.550	3.87	0.23	44.0	1.499	-3.87	-0.92	44.0	1.461	44.0	1.461	44.0	1.461
60	1.307	60.00	-1.32	56.0	1.407	4.09	0.37	56.0	1.367	-4.09	-1.18	56.0	1.349	56.0	1.349	56.0	1.349
72	1.264	72.00	-1.45	68.0	1.305	4.28	0.45	68.0	1.281	-4.28	-1.33	68.0	1.279	68.0	1.279	68.0	1.279
84	1.227	84.00	-1.59	80.0	1.230	4.43	0.52	80.0	1.221	-4.43	-1.48	80.0	1.232	80.0	1.232	80.0	1.232
96	1.194	96.00	-1.73	92.0	1.175	4.56	0.60	92.0	1.177	-4.56	-1.64	92.0	1.197	92.0	1.197	92.0	1.197
				104.0	1.134			104.0	1.143			104.0	1.171	104.0	1.171	104.0	1.171
				116.0	1.103			116.0	1.118			116.0	1.151	116.0	1.151	116.0	1.151
				128.0	1.079			128.0	1.098			128.0	1.135	128.0	1.135	128.0	1.135
				140.0	1.061			140.0	1.081			140.0	1.122	140.0	1.122	140.0	1.122
				152.0	1.047			152.0	1.068			152.0	1.111	152.0	1.111	152.0	1.111
				164.0	1.037			164.0	1.058			164.0	1.101	164.0	1.101	164.0	1.101
				176.0	1.028			176.0	1.049			176.0	1.083	176.0	1.083	176.0	1.083
				188.0	1.022			188.0	1.042			188.0	1.087	188.0	1.087	188.0	1.087
				200.0	1.017			200.0	1.036			200.0	1.081	200.0	1.081	200.0	1.081
				212.0	1.013			212.0	1.031			212.0	1.075	212.0	1.075	212.0	1.075
				224.0	1.010			224.0	1.026			224.0	1.071	224.0	1.071	224.0	1.071
				236.0	1.008			236.0	1.023			236.0	1.067	236.0	1.067	236.0	1.067
SUM		432.00	-8.26			30.48	0.91			-30.48	-6.44						
AVERAGE		54.00	-1.03			3.81	0.11			-3.81	-0.80						
		PARAMETER ESTIMATES		PARAMETER ESTIMATES		PARAMETER ESTIMATES		PARAMETER ESTIMATES		PARAMETER ESTIMATES		PARAMETER ESTIMATES		PARAMETER ESTIMATES		PARAMETER ESTIMATES	
		N =		N =		N =		N =		N =		N =		N =		N =	
		A =		A =		A =		A =		A =		A =		A =		A =	
		B =		B =		B =		B =		B =		B =		B =		B =	
		R ² =		R ² =		R ² =		R ² =		R ² =		R ² =		R ² =		R ² =	
		8.000		8.000		8.000		8.000		8.000		8.000		8.000		8.000	
		2.981		0.067		0.067		0.067		35.917		35.917		35.917		35.917	
		0.979		0.739		0.739		0.739		1.151		1.151		1.151		1.151	
		0.928		0.984		0.984		0.984		0.998		0.998		0.998		0.998	

RPTD_FIT_CRITICAL.xls

23-Sep-19

The City of Scranton
Workers' Compensation

APPENDIX B
Sheet 1

Derivation of Large Loss Critical Values

(A)	(B)	(C)	(D)	(E)	(F)	(G)
Accident Period	Implied Trend Factor to 2020	Large Loss Definition	Maturity at 8/31/19 (months)	Reported Loss Development Factor	Reported Claim Development Factor	Large Loss Critical Reported Amount at 8/31/19
01/01/86-12/31/86	N/A	\$250,000	404	1.027	1.000	\$243,501
01/01/87-12/31/87	N/A	\$350,000	392	1.029	1.000	\$340,239
01/01/88-12/31/88	N/A	\$300,000	380	1.030	1.000	\$291,350
01/01/89-12/31/89	N/A	\$500,000	368	1.032	1.000	\$484,642
01/01/90-12/31/90	N/A	\$500,000	356	1.034	1.000	\$483,704
01/01/91-12/31/91	N/A	\$350,000	344	1.036	1.000	\$337,939
01/01/92-12/31/92	N/A	\$400,000	332	1.038	1.000	\$385,472
01/01/93-12/31/93	N/A	\$400,000	320	1.041	1.000	\$384,360
01/01/94-12/31/94	N/A	\$350,000	308	1.044	1.000	\$335,349
01/01/95-12/31/95	N/A	\$500,000	296	1.047	1.000	\$477,696
01/01/96-12/31/96	N/A	\$500,000	284	1.051	1.000	\$475,878
01/01/97-12/31/97	N/A	\$400,000	272	1.055	1.000	\$379,258
01/01/98-12/31/98	N/A	\$400,000	260	1.059	1.000	\$377,825
01/01/99-12/31/99	N/A	\$250,000	248	1.063	1.000	\$235,252
01/01/00-12/31/00	N/A	\$250,000	236	1.067	1.000	\$234,370
01/01/01-12/31/01	N/A	\$250,000	224	1.071	1.000	\$233,466
01/01/02-12/31/02	N/A*	\$300,000	212	1.075	1.000	\$278,953
01/01/03-12/31/03	N/A*	\$350,000	200	1.081	1.000	\$323,868
01/01/04-12/31/04	N/A*	\$400,000	188	1.087	1.000	\$368,107
01/01/05-12/31/05	N/A*	\$500,000	176	1.093	1.000	\$457,258
01/01/06-12/31/06	N/A	\$750,000	164	1.101	1.000	\$680,957
01/01/07-12/31/07	N/A	\$750,000	152	1.111	1.000	\$675,275
01/01/08-12/31/08	N/A	\$750,000	140	1.122	1.000	\$668,660
01/01/09-12/31/09	N/A	\$750,000	128	1.135	1.000	\$660,871
01/01/10-12/31/10	N/A	\$800,000	116	1.151	1.000	\$695,017
01/01/11-12/31/11	N/A	\$800,000	104	1.171	1.000	\$683,003
01/01/12-12/31/12	N/A	\$800,000	92	1.197	1.000	\$668,170
01/01/13-12/31/13	N/A	\$800,000	80	1.232	1.000	\$649,430
01/01/14-12/31/14	N/A	\$800,000	68	1.279	1.000	\$625,065
01/01/15-12/31/15	N/A	\$800,000	56	1.349	1.001	\$592,178
01/01/16-12/31/16	N/A	\$800,000	44	1.461	1.004	\$545,491
01/01/17-12/31/17	N/A	\$800,000	32	1.665	1.013	\$474,472
01/01/18-12/31/18	N/A	\$800,000	20	2.142	1.048	\$356,275
01/01/19-12/31/19	N/A	\$1,000,000	8	4.280	1.270	\$184,006

Note(*): retention increased from \$250,000 to \$300,000 effective 10/17/01, then to \$350,000 10/17/02, and then to \$400,000 effective 10/17/03. At 10/17/04, the SIR increased to \$500,000 and then \$1,500,000 from 10/17/05 to 12/1/05 and then decreased to \$750,000 through the 1/1/09 renewal.

Column (E): Appendix A, Sheet 11; runoff 1997 and prior

Column (F): Appendix A, Sheet 10

Column (G): Column (C)/ Column (E)/ Column (F)

CRTL.V.XLS

23-Sep-19

The City of Scranton
Workers' Compensation

APPENDIX B
Sheet 2

Summary of Critical Value Disability Losses
As of August 31, 2019

(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)
Date of Loss	Named Insured	Medical Paid	Indemnity Paid	Expense Paid	Total Paid	Outstanding Reserves	Total Incurred	Large Loss Critical Reported Amount
03/01/86-02/28/87								
03/01/86	SABLE	\$2,393.7	\$437,837.9	\$7,031.5	\$447,263.1	\$78,417.0	\$525,680	\$243,501
07/01/86	MC GEE	\$6,212.9	\$467,853.8	\$21,943.0	\$496,009.7	\$4,794.0	\$500,794	\$243,501
01/09/87	HOBAN	\$48,816.9	\$413,982.6	\$50,038.1	\$512,817.6	\$0.0	\$512,818	\$340,239
	3 Claims				\$1,456,090	\$83,201	\$1,539,291	
03/01/87-02/28/88								
08/04/87	KERRIGAN	\$176,577.9	\$433,507.0	\$20,630.6	\$630,715	\$32,187	\$662,902	\$340,239
08/09/87	ROSS III	\$8,995.6	\$368,392.5	\$2,022.1	\$379,410	\$0	\$379,410	\$340,239
08/15/87	NOVAK	\$15,303.9	\$371,896.9	\$15,026.9	\$402,228	\$0	\$402,228	\$340,239
09/01/87	GENOVESE	\$166,034.9	\$484,785.5	\$23,011.1	\$673,831	\$0	\$673,831	\$340,239
	4 Claims				\$2,086,185	\$32,187	\$2,118,372	
03/01/88-02/28/89								
05/06/88	MC GOWAN	\$17,515	\$557,939	\$15,655	\$591,109	\$117,387	\$708,496	\$291,350
07/14/88	TASSEY	\$3,990	\$290,010	\$3,038	\$297,038	\$105,246	\$402,284	\$291,350
07/17/88	RESCIGNO	\$0	\$225,491	\$3,372	\$228,863	\$329,657	\$558,520	\$291,350
08/13/88	MCHALE	\$31,714	\$300,486	\$23,443	\$355,642	\$0	\$355,642	\$291,350
01/14/89	HOFFMAN	\$32,152	\$611,106	\$18,037	\$661,295	\$0	\$661,295	\$484,642
	5 Claims				\$2,133,947	\$552,290	\$2,686,237	
03/01/90-02/28/91								
06/26/90	JONES	0	563,549.60	12,896.00	\$576,446	302,317	\$878,763	\$483,704
12/30/90	BENTLER	75,542.51	444,566.46	38,214.33	\$567,063	34,626	\$601,689	"Pappy
	2 Claims				\$1,143,508	\$336,943	\$1,480,451	Plan"

LgLosses.xls

23-Sep-19

**The City of Scranton
Workers' Compensation**

**APPENDIX B
Sheet 3**

**Summary of Critical Value Disability Losses
As of August 31, 2019**

(A) Date of Loss	(B) Named Insured	(C) Medical Paid	(D) Indemnity Paid	(E) Expense Paid	(F) Total Paid	(G) Outstanding Reserves	(H) Total Incurred	(I) Large Loss Critical Reported Amount
03/01/91-02/28/92								
05/06/91	PRICE	\$23,868	\$378,615	\$2,156	\$404,639	\$38,969	\$443,608	\$337,939
07/19/91	WHALEN	\$138,044	\$295,115	\$18,444	\$451,602	\$0	\$451,602	\$337,939
07/24/91	MALINOWSKI	\$59,010	\$528,352	\$46,470	\$633,833	\$92,233	\$726,066	\$337,939
08/01/91	PETRINI	\$1,720	\$461,128	\$6,417	\$469,265	\$2,771	\$472,036	\$337,939
08/21/91	HARVEY	\$119,714	\$322,891	\$58,992	\$501,597	\$0	\$501,597	\$337,939
09/08/91	HUBSHMAN	\$13,294	\$398,781	\$61,227	\$473,302	\$0	\$473,302	\$337,939
11/05/91	SEYMOUR	\$96,312	\$564,249	\$21,588	\$682,150	\$60,957	\$743,107	\$337,939
02/07/92	BIDWELL	\$0	\$395,914	\$9,218	\$405,133	\$0	\$405,133	\$385,472
	8 Claims				\$4,021,520	\$194,930	\$4,216,450	
03/01/92-02/28/93								
08/02/92	DAVIS, B.	\$123,164	\$381,864	\$38,082	\$543,111	\$0	\$543,111	\$385,472
08/26/92	GRISKO	\$72,744	\$535,788	\$33,261	\$641,792	\$0	\$641,792	\$385,472
10/14/92	MONAHAN	\$34,940	\$644,818	\$80,507	\$760,265	\$0	\$760,265	\$385,472
11/29/92	DAVIS, Wm.	\$90,017	\$403,035	\$58,560	\$551,613	\$0	\$551,613	\$385,472
	4 Claims				\$2,496,780	\$0	\$2,496,780	
03/01/93-02/28/94								
03/04/93	POWELL	\$135,344	\$679,580	\$92,769	\$907,693	\$140,878	\$1,048,571	\$384,360
04/15/93	CONLON	\$77,228	\$584,473	\$19,034	\$680,735	\$0	\$680,735	\$384,360
05/02/93	WASYLYNIAK	\$59,871	\$470,649	\$27,589	\$558,109	\$0	\$558,109	\$384,360
05/14/93	JEFFERS	\$31,885	\$319,155	\$36,513	\$387,553	\$0	\$387,553	\$384,360
06/22/93	PALUTIS	\$76,477	\$390,796	\$48,169	\$515,442	\$0	\$515,442	\$384,360
07/08/93	ARMFIELD	\$11,505	\$637,515	\$16,930	\$665,950	\$11,796	\$677,746	\$384,360
07/24/93	CAWLEY	\$34,555	\$345,596	\$42,994	\$423,245	\$0	\$423,245	\$384,360
08/11/93	DAFFARO	\$50,352	\$553,136	\$4,180	\$607,667	\$5,218	\$612,885	\$384,360
01/19/94	BURRIER	\$59,239	\$255,436	\$31,406	\$346,081	\$0	\$346,081	\$335,349
	9 Claims				\$5,092,475	\$157,892	\$5,250,367	

LgLosses.xls

23-Sep-19

The City of Scranton
Workers' Compensation

APPENDIX B
Sheet 4

Summary of Critical Value Disability Losses
As of August 31, 2019

(A) Date of Loss	(B) Named Insured	(C) Medical Paid	(D) Indemnity Paid	(E) Expense Paid	(F) Total Paid	(G) Outstanding Reserves	(H) Total Incurred	(I) Large Loss Critical Reported Amount
03/01/95-02/28/96								
07/20/95	MCGINNIS	\$91,758	\$494,797	\$40,216	\$626,771	\$0	\$626,771	\$477,696
08/23/95	DERMODY	\$8,741	\$625,434	\$70,983	\$705,159	\$0	\$705,159	\$477,696
09/18/95	ANDREJACK	\$48,989	\$363,700	\$53,425	\$466,114	\$16,257	\$482,371	\$477,696
12/07/95	HINKLEY	\$61,862	\$362,619	\$55,955	\$480,436	\$0	\$480,436	\$477,696
01/05/96	DUDZINSKI	\$59,031	\$543,209	\$53,990	\$660,115	\$0	\$660,115	\$475,878
	5 Claims				\$2,938,594	\$16,257	\$2,954,851	
03/01/96-02/28/97								
07/24/96	DOYLE	\$586	\$666,365	\$13,488	\$680,439	\$0	\$680,439	\$475,878
09/04/96	MUSO	\$200,916	\$154,800	\$49,952	\$405,668	\$152,457	\$558,125	
	2 Claims				\$1,086,107	\$152,457	\$1,238,564	
03/01/97-02/28/98								
06/09/97	MATTICKS	\$62,307	\$275,891	\$57,074	\$395,272	\$0	\$395,272	\$379,258
	1 Claim				\$395,272	\$0	\$395,272	
03/01/99-02/28/00								
04/06/99	OTTONE	\$24,493	\$227,517	\$33,777	\$285,787	\$0	\$285,787	\$235,252
05/10/99	KLEE	\$15,904	\$209,899	\$22,015	\$247,818	\$0	\$247,818	\$235,252
01/26/00	MARTIN	\$272,273	\$89,236	\$47,084	\$408,593	\$0	\$408,593	\$234,370
	3 Claims				\$942,198	\$0	\$942,198	
03/01/00-02/28/01								
06/09/00	MEDALLIS	\$103,100	\$148,552	\$30,040	\$281,692	\$0	\$281,692	\$234,370
07/13/00	WAZNAK	\$224,469	\$220,048	\$43,165	\$487,682	\$0	\$487,682	\$234,370
02/17/01	BATYKO	\$44,640	\$156,846	\$37,558	\$239,044	\$0	\$239,044	\$233,466
	3 Claims				\$1,008,418	\$0	\$1,008,418	

LgLosses.xls

23-Sep-19

The City of Scranton
Workers' Compensation

APPENDIX B
Sheet 5

Summary of Critical Value Disability Losses
As of August 31, 2019

(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)
Date of Loss	Named Insured	Medical Paid	Indemnity Paid	Expense Paid	Total Paid	Outstanding Reserves	Total Incurred	Large Loss Critical Reported Amount
03/01/01-02/28/02								
08/10/01	LANNING	\$56,527	\$219,620	\$25,557	\$301,704	\$0	\$301,704	\$233,466
08/23/01	GALELLA	\$44,321	\$184,415	\$27,920	\$256,656	\$0	\$256,656	\$233,466
02/11/02	MACKIN	\$46,164	\$221,969	\$22,969	\$291,102	\$0	\$291,102	\$278,953
02/20/02	OZOVEK	\$143,954	\$268,672	\$30,331	\$442,957	\$0	\$442,957	\$278,953
	4 Claims	(2 post 10/17/01 SIF)			\$1,292,419	\$0	\$1,292,419	
03/01/02-02/28/03								
04/15/02	FARGIONE	\$126,603	\$304,542	\$27,010	\$463,519	\$0	\$463,519	\$278,953
06/12/02	GISOLFI	\$144,865	\$294,596	\$45,856	\$485,317	\$0	\$485,317	\$278,953
07/21/02	ROSAR, J.	\$79,913	\$308,354	\$44,915	\$433,182	\$0	\$433,182	\$278,953
07/25/02	BOEZI	\$206,569	\$224,196	\$77,115	\$507,881	\$13,055	\$520,936	\$278,953
	4 Claims	(all pre 10/17/02)			\$1,889,898	\$13,055	\$1,902,953	
03/01/03-02/28/04								
11/25/03	MALONE	\$4,886	\$310,817	\$8,325	\$324,028	\$367,075	\$691,103	\$370,135
	1 Claim	(1 post 10/15/03 SIF)			\$324,028	\$367,075	\$691,103	
03/01/04-02/28/05								
06/24/04	EIBACH	\$155,654	\$284,209	\$58,192	\$498,055	\$0	\$498,055	\$368,107
09/19/04	McINTYRE	\$149,519	\$236,458	\$20,023	\$417,202	\$0	\$417,202	\$368,107
	2 Claims	(pre 10/17/04)			\$915,257	\$0	\$915,257	
03/01/06-02/28/07								
09/12/06	SVETOVICH	\$261,778	\$419,387	\$108,271	\$789,437	\$161,837	\$951,274	\$680,957
	1 Claim				\$789,437	\$161,837	\$951,274	
03/01/15-02/28/16								
07/11/15	WILDING	\$93,143	\$204,737	\$4,540	\$302,419	\$1,649,195	\$1,951,614	\$592,178
	1 Claim				\$302,419	\$1,649,195	\$1,951,614	

LgLosses.xls

23-Sep-19

The City of Scranton
Workers' Compensation

APPENDIX C

Derivation of Discount Factors as of 8/31/19

(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)
		Cumulative			% Losses		
Accident	Maturity	Paid Loss	% Losses	Midpoint	Paid		
Period	in Years	Development	Paid	Upcoming	Upcoming	Column(F)	Discount
	at 8/31/19	Factor	at 8/31/19	Period	Period	Discounted	Factor
2019/2020	0.50	13.583	7.4%	1.0	14.2%	0.138	0.838
2018/2019	1.50	4.647	21.5%	2.0	11.3%	0.108	0.830
2017/2018	2.50	3.051	32.8%	3.0	8.8%	0.083	0.821
2016/2017	3.50	2.404	41.6%	4.0	7.0%	0.064	0.813
2015/2016	4.50	2.057	48.6%	5.0	5.6%	0.051	0.807
2014/2015	5.50	1.843	54.3%	6.0	4.6%	0.040	0.803
2013/2014	6.50	1.699	58.9%	7.0	3.9%	0.033	0.799
2012/2013	7.50	1.594	62.7%	8.0	3.2%	0.027	0.797
2011/2012	8.50	1.516	66.0%	9.5	5.1%	0.041	0.796
	10.50	1.407	71.1%	11.5	3.9%	0.030	0.799
	12.50	1.334	75.0%	13.5	3.0%	0.022	0.806
	14.50	1.283	77.9%	15.5	2.4%	0.017	0.819
	16.50	1.244	80.4%	17.5	1.9%	0.013	0.836
	18.50	1.215	82.3%	19.5	2.1%	0.014	0.857
	20.50		84.4%	21.5	2.3%	0.014	0.879
	22.50		86.7%	23.5	2.6%	0.015	0.901
	24.50		89.3%	25.5	2.8%	0.016	0.923
	26.50		92.1%	27.5	3.1%	0.017	0.945
	28.50		95.2%	29.5	3.4%	0.018	0.966
	30.50		98.6%	31.5	1.4%	0.007	0.978
ULT	32.50	1.000	100.0%				

Annual Interest Rate: 2.25%

Column(C): Appendix A, Sheet 4

Column(D): 1 / Column (C)

Column(E): [Column (B), current line + Column (B), next line] / 2

Column(F): Column (D), next line - Column (D), current line

with runoff after 19 years based upon an annual increase of 10% over prior period

Column(G): $\text{Column(F)} \times [1 + \text{Interest Rate}]^{\text{f-Column(E)}}$

Column(H): $[1 + \text{Interest Rate}]^{\text{f-Column(B)}} / [1 - \text{Column(D)}] \times [\text{Upward Sum, Column(G)}]$

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23-Sep-19

RESOLUTION NO. _____

2019

RE-APPOINTMENT OF KATHERINE J. GILMARTIN, 1525 CAPOUSE AVENUE, SCRANTON, PENNSYLVANIA, 18509 AS A MEMBER OF THE HISTORICAL ARCHITECTURE REVIEW BOARD. KATHERINE GILMARTIN'S TERM ON THE HISTORICAL ARCHITECTURE REVIEW BOARD EXPIRED ON OCTOBER 11, 2017 AND WAS HELD OVER UNTIL OCTOBER 9, 2019. HER NEW TERM WILL EXPIRE ON OCTOBER 11, 2022.

WHEREAS, Katherine Gilmartin's prior term on the Historical Architectural Review Board expired on October 11, 2017 and was held over until October 9, 2019; and

WHEREAS, the Mayor of the City of Scranton desires to re-appoint Katherine Gilmartin as a member of the Historical Architecture Review Board for an additional five (5) year term. Her new term will expire on October 11, 2022; and

WHEREAS, Katherine Gilmartin has the requisite, experience, education and training necessary to serve on the Historical Architecture Review Board.

NOW, THEREFORE, BE IT RESOLVED that Katherine Gilmartin, 1525 Capouse Avenue, Scranton, PA is hereby re-appointed to the Historical Architecture Review Board for an additional five (5) year term. Katherine Gilmartin's prior term expired on October 11, 2017 and was held over until October 9, 2019. Her new term will expire on October 11, 2022.

SECTION 1. If any section, clause, provision or portion of this Resolution shall be held invalid or unconstitutional by any Court of competent jurisdiction, such decision shall not affect any other section, clause, provision or portion of this Resolution so long as it remains legally enforceable minus the invalid portion. The City reserves the right to amend this Resolution or any portion thereof from time to time as it shall deem advisable in the best interests of the promotion of the purposes and intent of this Resolution and the effective administration thereof.

SECTION 2. This Resolution shall become effective immediately upon approval.

SECTION 3. This Resolution is enacted by the Council of the City of Scranton under the authority of the Act of Legislature, April 13, 1972, Act No. 62, known as the "Home Rule Charter and Optional Plans Law", and any other applicable law arising under the laws of the State of Pennsylvania.



OFFICE OF THE MAYOR

P E N N S Y L V A N I A · CITY HALL · 340 NORTH WASHINGTON AVENUE · SCRANTON, PENNSYLVANIA 18503 · PHONE: 570-348-4101 · FAX: 570-348-4251

October 11, 2019

Honorable Council of the City of Scranton
340 N. Washington Ave.
Scranton, PA 18503

Re: Historical Architecture Review Board (HARB) Re-Appointment

Dear Council Members:

Please be advised that I am Re-appointing Katherine J. Gilmartin, 1525 Capouse Ave., Scranton, Pennsylvania 18509, to the Historical Architecture Review Board.

Ms. Gilmartin's term expired October 11, 2017, and was held over until October 9, 2019, her new term will expire on October 11, 2022.

I respectfully request City Council's concurrence in this appointment.

Sincerely,

A handwritten signature in dark ink that reads "Wayne E. Evans".

Wayne E. Evans
Mayor, City of Scranton

WEE/mm

CC: Tom Oleski, Acting Director, L.I.P.S.
Jessica Boyles, City Solicitor
HARB
Denise Nytech, Boards & Commissions Coordinator
Katherine J. Gilmartin

Katherine J. Gilmartin
 1525 Capouse Avenue
 Scranton, PA 18509

[REDACTED]

[REDACTED]

September 17, 2019

City Council
 340 North Washington Avenue
 Scranton, PA 18503

To Whom It May Concern:

I write to convey my interest in being re-appointed to the Historical Architecture Review Board.

I am a homeowner in the city of Scranton and a partner at Nada & Co. Established in 1990, our business moved to downtown Scranton in 2007 and relocated to a newly renovated building in Green Ridge in November of 2013. I sit on the Board of Directors of the Society for the Preservation of the Tripp Family Homestead and participate as a volunteer with the Lackawanna Historical Society and the Scranton Cultural Center. I am a Past President of the Junior League of Scranton and currently serve on the Board of Directors of the Scranton Area Foundation. I was elected to a 4-year term on the Scranton School Board in 2017.

I look forward to continuing to work with the members of the HARB. Much has been accomplished in the last five years and I would be honored to remain a part of the group's ongoing efforts. Thank you for your consideration.

Sincerely yours,



Katherine J. Gilmartin



DEPARTMENT OF LAW

CITY HALL • 340 NORTH WASHINGTON AVENUE • SCRANTON, PENNSYLVANIA 18503 • PHONE: 570-348-4105 • FAX: 570-348-4263

October 31, 2019

RECEIVED

NOV - 6 2019

To the Honorable Council
Of the City of Scranton
Municipal Building
Scranton, PA 18503

OFFICE OF CITY
COUNCIL/CITY CLERK

Dear Honorable Council Members:

ATTACHED IS A RESOLUTION AUTHORIZING RE-APPOINTMENT OF KATHERINE J. GILMARTIN, 1525 CAPOUSE AVENUE, SCRANTON, PENNSYLVANIA, 18509 AS A MEMBER OF THE HISTORICAL ARCHITECTURE REVIEW BOARD. KATHERINE GILMARTIN'S TERM ON THE HISTORICAL ARCHITECTURE REVIEW BOARD EXPIRED ON OCTOBER 11, 2017 AND WAS HELD OVER UNTIL OCTOBER 9, 2019. HER NEW TERM WILL EXPIRE ON OCTOBER 11, 2022.

THE ADMINISTRATION HAS VERIFIED THAT THE APPOINTEE HAS NO DELINQUENT CITY TAX OR REFUSE PAYMENTS DUE.

Respectfully,

Jessica Eskra (s)
Jessica L. Eskra, Esquire
City Solicitor

JLE/sl

RESOLUTION NO. _____

2019

RE-APPOINTMENT OF NELL O'BOYLE, 603 ARTHUR AVENUE, SCRANTON, PENNSYLVANIA, 18510 AS A MEMBER OF THE HISTORICAL ARCHITECTURE REVIEW BOARD. NELL O'BOYLE'S TERM ON THE HISTORICAL ARCHITECTURE REVIEW BOARD EXPIRED ON OCTOBER 11, 2019. HER NEW TERM WILL EXPIRE ON OCTOBER 11, 2024.

WHEREAS, Nell O'Boyle's prior term on the Historical Architectural Review Board expired on October 11, 2019; and

WHEREAS, the Mayor of the City of Scranton desires to re-appoint Nell O'Boyle as a member of the Historical Architecture Review Board for an additional five (5) year term. Her new term will expire on October 11, 2024.

WHEREAS, Nell O'Boyle has the requisite, experience, education and training necessary to serve on the Historical Architecture Review Board.

NOW, THEREFORE, BE IT RESOLVED that Nell O'Boyle, 603 Arthur Avenue, Scranton, PA is hereby re-appointed to the Historical Architecture Review Board for an additional five (5) year term. Nell O'Boyle's prior term expired on October 11, 2019 and her new term will expire on October 11, 2024.

SECTION 1. If any section, clause, provision or portion of this Resolution shall be held invalid or unconstitutional by any Court of competent jurisdiction, such decision shall not affect any other section, clause, provision or portion of this Resolution so long as it remains legally enforceable minus the invalid portion. The City reserves the right to amend this Resolution or any portion thereof from time to time as it shall deem advisable in the best interests of the promotion of the purposes and intend of this Resolution and the effective administration thereof.

SECTION 2. This Resolution shall become effective immediately upon approval.

SECTION 3. This Resolution is enacted by the Council of the City of Scranton under the authority of the Act of Legislature, April 13, 1972, Act No. 62, known as the "Home Rule Charter and Optional Plans Law", and any other applicable law arising under the laws of the State of Pennsylvania.



OFFICE OF THE MAYOR

CITY HALL • 340 NORTH WASHINGTON AVENUE • SCRANTON, PENNSYLVANIA 18503 • PHONE: 570-348-4101 • FAX: 570-348-4251

October 11, 2019

Honorable Council of the City of Scranton
340 N. Washington Avenue
Scranton, Pa. 18503

RE: Historical Architecture Review Board (HARB) Re-Appointment

Dear Council Members:

Please be advised that I am Re-appointing Nell O'Boyle, 603 Arthur Avenue, Scranton, Pennsylvania 18510 as a member of the Historical Architecture Review Board.

Ms. O'Boyle's current term expires October 11, 2019 her new five (5) year term that will expire on October 11, 2024.

I respectfully request City Council's concurrence in this appointment.

Sincerely,

Wayne E. Evans
Mayor, City of Scranton

WEE/mm

CC: Tom Oleski, Acting Director, L.I.P.S.
Jessica Boyles, Esq. City Solicitor
Historical Architectural Review Board
Denise Nytech, Boards & Commisions Coordinator
Ms. Nell O'Boyle



Re: HARB re-appointment

To Whom It May Concern,

Wednesday, September 11th, 2019

I would like to continue with my role on the HARB, representing a real estate broker in the City of Scranton. Please let me know if you have any questions.

Thank you,

Nell Donnelly-O'Boyle, RM423994
Broker, Co-Owner, Dwell Real Estate

Dwell Real Estate
900 Beech Street, Scranton PA 18505 and 400 Chestnut Street, Dunmore PA 18512
office

www.dwellrealestate.com



DEPARTMENT OF LAW

CITY HALL • 340 NORTH WASHINGTON AVENUE • SCRANTON, PENNSYLVANIA 18503 • PHONE: 570-348-4105 • FAX: 570-348-4263

October 31, 2019

RECEIVED

NOV - 6 2019

OFFICE OF CITY
COUNCIL/CITY CLERK

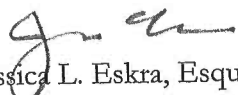
To the Honorable Council
Of the City of Scranton
Municipal Building
Scranton, PA 18503

Dear Honorable Council Members:

ATTACHED IS A RESOLUTION AUTHORIZING RE-APPOINTMENT OF NELL O'BOYLE, 603 ARTHUR AVENUE, SCRANTON, PENNSYLVANIA, 18510 AS A MEMBER OF THE HISTORICAL ARCHITECTURE REVIEW BOARD. NELL O'BOYLE'S TERM ON THE HISTORICAL ARCHITECTURE REVIEW BOARD EXPIRED ON OCTOBER 11, 2019. HER NEW TERM WILL EXPIRE ON OCTOBER 11, 2024.

THE ADMINISTRATION HAS VERIFIED THAT THE APPOINTEE HAS NO DELINQUENT CITY TAX OR REFUSE PAYMENTS DUE.

Respectfully,


Jessica L. Eskra, Esquire
City Solicitor

JLE/dan

RESOLUTION NO. _____

2019

APPOINTMENT OF WALTER BARRON, 1016 LUKE AVENUE, SCRANTON, PENNSYLVANIA 18510 AS A MEMBER OF THE HUMAN RELATIONS COMMISSION FOR A FIVE (5) YEAR TERM. WALTER BARRON WILL BE REPLACING STEPHANIE BRESSLER WHOSE TERM EXPIRED SEPTEMBER 23, 2018 AND WAS HELD OVER UNTIL AUGUST 27, 2019. WALTER BARRON'S TERM IS EFFECTIVE OCTOBER 11, 2019 AND WILL EXPIRE ON OCTOBER 11, 2024.

WHEREAS, Stephanie Bressler's term on the Human Relations Commission expired on September 23, 2018 and was held over until August 27, 2019; and

WHEREAS, the Mayor of the City of Scranton desires to appoint Walter Barron as a member of the Human Relations Commission for a five (5) year term to replace Stephanie Bressler whose term expired September 23, 2018 and was held over to August 27, 2019. Walter Barron's term will expire on October 11, 2024; and

WHEREAS, Walter Barron has the requisite experience, education, and training necessary to serve as a member of the Human Relations Commission.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SCRANTON that Walter Barron, 1016 Luke Avenue Scranton, Pennsylvania, 18510, is hereby appointed to the Human Relations Commission to replace Stephanie Bressler whose term expired September 23, 2018 and was held over until August 27, 2019. Walter Barron's five (5) year term is effective October 11, 2019 and will expire on October 11, 2024.

SECTION 1. If any section, clause, provision or portion of this Resolution shall be held invalid or unconstitutional by any Court of competent jurisdiction, such decision shall not affect any other section, clause, provision or portion of this Resolution so long as it remains legally enforceable minus the invalid portion. The City reserves the right to amend this Resolution or any portion thereof from time to time as it shall deem advisable in the best interests of the promotion of the purposes and intend of this Resolution and the effective administration thereof.

SECTION 2. This Resolution shall become effective immediately upon approval.

SECTION 3. This Resolution is enacted by the Council of the City of Scranton under the authority of the Act of Legislature, April 13, 1972, Act No. 62, known as the "Home Rule Charter and Optional Plans Law", and any other applicable law arising under the laws of the State of Pennsylvania.



OFFICE OF THE MAYOR

CITY HALL • 340 NORTH WASHINGTON AVENUE • SCRANTON, PENNSYLVANIA 18503 • PHONE: 570-348-4101 • FAX: 570-348-4251

October 11, 2019

Honorable Council of the City of Scranton
340 N. Washington Avenue
Scranton, Pa. 18503

RE: Human Relations Commission Appointment

Dear Council Members:

Please be advised that I am appointing Walter Barron, 1016 Luke Ave., Scranton, PA 18510 as a member of the Human Relations Commission. Mr. Barron will be replacing Stephanie Bressler whose term expired September 23, 2018 and was held over until August 27, 2019.

Mr. Barron's five (5) year term is effective October 11, 2019 and will expire on October 11, 2024.

I respectfully request City Council's concurrence in this appointment.

Sincerely,

Wayne E. Evans
Mayor, City of Scranton

WEE/mm

CC: Jessica Eskra Esq., City Solicitor
Dave Bulzoni, Business Administrator
Human Relations Commission
Walter Barron

Walter Barron
 1016 Luke Ave
 Scranton, PA 18510
 (570) 301-9304

August 15, 2019

Wayne Evans
 Mayor
 340 N Washington Ave
 Scranton, PA 18503

*Human
 Relations*

Dear Mayor Evans,

I am writing to you after reading an article where you are asking city residents that want to become involved with city committees and events. I would be very willing to participate in any way to help make the city a better place to live and grow.

I currently work at United Gilsonite Laboratories, as a Human Resource Manager. I have over 25 years of experience in this field and am very well versed in business. I have a Master's Degree in Organizational Development and a BS in Leadership. I have been involved in many volunteer services however not yet political.

In my spare time I teach Sunday School and I am very involved in church activities. I am also active on the Lackawanna County Prison Board and participate weekly there in a book ministry.

I am available in any way to help make our city a better place! I am available evenings. I am also a certified facilitator if the need arises.

Thank You

Walter Barron
 Walter Barron
 116 Luke Ave
 Scranton, Pa 18510
 (570) 301-9304



DEPARTMENT OF LAW

CITY HALL • 340 NORTH WASHINGTON AVENUE • SCRANTON, PENNSYLVANIA 18503 • PHONE: 570-348-4105 • FAX: 570-348-4263

October 31, 2019

RECEIVED

NOV - 6 2019

To the Honorable Council
Of the City of Scranton
Municipal Building
Scranton, PA 18503


OFFICE OF CITY
COUNCIL/CITY CLERK

Dear Honorable Council Members:

ATTACHED IS A RESOLUTION AUTHORIZING APPOINTMENT OF WALTER BARRON, 1016 LUKE AVENUE, SCRANTON, PENNSYLVANIA 18510 AS A MEMBER OF THE HUMAN RELATIONS COMMISSION FOR A FIVE (5) YEAR TERM. WALTER BARRON WILL BE REPLACING STEPHANIE BRESSLER WHOSE TERM EXPIRED SEPTEMBER 23, 2018 AND WAS HELD OVER UNTIL AUGUST 27, 2019. WALTER BARRON'S TERM IS EFFECTIVE OCTOBER 11, 2019 AND WILL EXPIRE ON OCTOBER 11, 2024.

THE ADMINISTRATION HAS VERIFIED THAT THE APPOINTEE HAS NO DELINQUENT CITY TAX OR REFUSE PAYMENTS DUE.

Respectfully,


Jessica L. Eskra, Esquire
City Solicitor

JLE/dan

RESOLUTION NO. _____

2019

RE-APPOINTMENT OF AJA E. WENTUM, 711 HARRISON AVENUE, SCRANTON, PENNSYLVANIA, 18510 AS A MEMBER OF THE HUMAN RELATIONS COMMISSION, FOR AN ADDITIONAL FIVE (5) YEAR TERM EFFECTIVE OCTOBER 9, 2019. AJA WENTUM'S TERM EXPIRED ON AUGUST 24, 2018 AND WAS HELD OVER UNTIL OCTOBER 9, 2019. HIS NEW TERM WILL EXPIRE ON AUGUST 24, 2023.

WHEREAS, Aja E. Wentum's term on the Human Relations Commission expired on August 24, 2018 and was held over to October 9, 2019; and

WHEREAS, the Mayor of the City of Scranton desires to re-appoint Aja E. Wentum as a member of the Human Relations Commission for an additional five (5) year term effective October 9, 2019. Aja Wentum's term is scheduled to expire on August 24, 2023.

WHEREAS, Aja E. Wentum has the requisite experience, education and training necessary to serve as a member of the Human Relations Commission.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SCRANTON that Aja E. Wentum, 711 Harrison Avenue, Scranton, Pennsylvania is hereby re-appointed to the Human Relations Commission for an additional five (5) year term effective August 24, 2018 and his new term is scheduled to expire August 24, 2023.

SECTION 1. If any section, clause, provision or portion of this Resolution shall be held invalid or unconstitutional by any Court of competent jurisdiction, such decision shall not affect any other section, clause, provision or portion of this Resolution so long as it remains legally enforceable minus the invalid portion. The City reserves the right to amend this Resolution or any portion thereof from time to time as it shall deem advisable in the best interests of the promotion of the purposes and intent of this Resolution and the effective administration thereof.

SECTION 2. This Resolution shall become effective immediately upon approval.

SECTION 3. This Resolution is enacted by the Council of the City of Scranton under the authority of the Act of Legislature, April 13, 1972, Act No. 62, known as the "Home Rule Charter and Optional Plans Law", and any other applicable law arising under the laws of the State of Pennsylvania.



OFFICE OF THE MAYOR

CITY HALL • 340 NORTH WASHINGTON AVENUE • SCRANTON, PENNSYLVANIA 18503 • PHONE: 570-348-4101 • FAX: 570-348-4251

October 9, 2019

Honorable Council of the City of Scranton
340 N. Washington Avenue
Scranton, Pa. 18503

RE: Human Relations Commission Re-Appointment

Dear Council Members:

Please be advised that I am re-appointing Aja E. Wentum, 711 Harrison Ave., Scranton, PA 18510 as a member of the Human Relations Commission effective October 9, 2019.

Mr. Wentum term expired on August 24, 2018 and was held over until October 9, 2019, his new term will expire on August 24, 2023.

I respectfully request City Council's concurrence in this appointment.

Sincerely,

Wayne E. Evans
Mayor, City of Scranton

WEE/mm

CC: Jessica Eskra Esq., City Solicitor
Dave Bulzoni, Business Administrator
Human Relations Commission
Aja E. Wentum



DEPARTMENT OF LAW

CITY HALL • 340 NORTH WASHINGTON AVENUE • SCRANTON, PENNSYLVANIA 18503 • PHONE: 570-348-4105 • FAX: 570-348-4263

October 31, 2019

RECEIVED

NOV - 6 2019

To the Honorable Council
Of the City of Scranton
Municipal Building
Scranton, PA 18503

OFFICE OF CITY
COUNCIL/CITY CLERK

Dear Honorable Council Members:

ATTACHED IS A RESOLUTION AUTHORIZING RE-APPOINTMENT OF AJA E. WENTUM, 711 HARRISON AVENUE, SCRANTON, PENNSYLVANIA, 18510 AS A MEMBER OF THE HUMAN RELATIONS COMMISSION, FOR AN ADDITIONAL FIVE (5) YEAR TERM EFFECTIVE OCTOBER 9, 2019. AJA WENTUM'S TERM EXPIRED ON AUGUST 24, 2018 AND WAS HELD OVER UNTIL OCTOBER 9, 2019. HIS NEW TERM WILL EXPIRE ON AUGUST 24, 2023.

THE ADMINISTRATION HAS VERIFIED THAT THE APPOINTEE HAS NO DELINQUENT CITY TAX OR REFUSE PAYMENTS DUE.

Respectfully,

Jessica Eskra (S)
Jessica L. Eskra, Esquire
City Solicitor

JLE/dan

RESOLUTION NO. _____

2019

APPOINTMENT OF JOHN J. HARRINGTON, JR., 102 LILAC LANE, SCRANTON, PENNSYLVANIA, 18505, AS A MEMBER OF THE SCRANTON PARKING AUTHORITY EFFECTIVE OCTOBER 1, 2019. JOHN J. HARRINGTON, JR. WILL REPLACE SANTA (SANDY) CORBY WHO RESIGNED EFFECTIVE JULY 4, 2019. JOHN J. HARRINGTON, JR. WILL FULFILL THE UNEXPIRED TERM OF SANTA (SANDY) CORBY WHOSE TERM IS SCHEDULED TO EXPIRE ON JUNE 1, 2022.

WHEREAS, Santa (Sandy) Corby's current term as a member of the Scranton Parking Authority will expire on June 1, 2022; and

WHEREAS, the Mayor of the City of Scranton desires to appoint John J. Harrington, Jr. as a member of the Scranton Parking Authority effective October 1, 2019. He is replacing Santa (Sandy) Corby whose term is scheduled to expire June 1, 2022. John J. Harrington, Jr.'s term will expire June 1, 2022; and

WHEREAS, John J. Harrington, Jr. has the requisite, experience, education and training necessary to serve on the Board of the Scranton Parking Authority.

NOW, THEREFORE, BE IT RESOLVED that John J. Harrington, Jr., 102 Lilac Lane, Scranton, PA is hereby appointed as a member of the Scranton Parking Authority to fill the unexpired term of Santa (Sandy) Corby scheduled to expire June 1, 2022.

SECTION 1. If any section, clause, provision or portion of this Resolution shall be held invalid or unconstitutional by any Court of competent jurisdiction, such decision shall not affect any other section, clause, provision or portion of this Resolution so long as it remains legally enforceable minus the invalid portion. The City reserves the right to amend this Resolution or any portion thereof from time to time as it shall deem advisable in the best interests of the promotion of the purposes and intend of this Resolution and the effective administration thereof.

SECTION 2. This Resolution shall become effective immediately upon approval.

SECTION 3. This Resolution is enacted by the Council of the City of Scranton under the authority of the Act of Legislature, April 13, 1972, Act No. 62, known as the "Home Rule Charter and Optional Plans Law", and any other applicable law arising under the laws of the State of Pennsylvania.



OFFICE OF THE MAYOR

CITY HALL • 340 NORTH WASHINGTON AVENUE • SCRANTON, PENNSYLVANIA 18503 • PHONE: 570-348-4101 • FAX: 570-348-4251

October 9, 2019

Honorable Council of the City of Scranton
340 N. Washington Avenue
Scranton, Pa. 18503

RE: Scranton Parking Authority Appointment to Fill Unexpired Term

Dear Council Members:

Please be advised that I am appointing John J. Harrington Jr., 102 Lilac Lane, Scranton, Pennsylvania 18505 as a member of the Scranton Parking Authority effective October 1, 2019.

Mr. Harrington will be replacing Sandy Corby who resigned on July 4, 2019. Mr. Harrington will fill the unexpired term of Ms. Corby that is scheduled expire June 1, 2022. Mr. Harrington's term will be effective October 1, 2019 and will expire on June 1, 2022.

I respectfully request City Council's concurrence in this appointment.

Sincerely,

Wayne E. Evans
Mayor

WEE/mm

CC: Jessica Eskra, Esq., City Solicitor
David Bulzoni, Business Administrator
Scranton Parking Authority
John J. Harrington, Jr.

August 14, 2019

Jack Harrington
102 Lilac Lane
Scranton, Pa. 18505

[REDACTED]
[REDACTED]

SPA
Mayor Wayne Evans
Boards and Authorities
340 N. Washington Avenue
Scranton, Pa. 18503

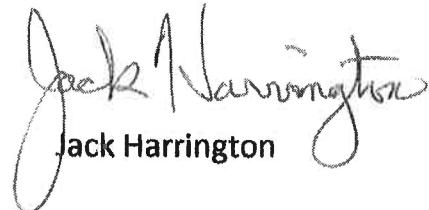
Dear Mayor Evans:

I would like to be considered to serve the residents of Scranton on a board and/or authority. I have been a resident of this great city my whole life and have lived on East Mountain, with my wife Cathy, for over 30 years. Together we have raised for four wonderful daughters, all of whom are married and have blessed us with 11 grandchildren. Each one has chosen to raise their families in Scranton and all four live on East Mountain.

During my professional life, I have run two family businesses and am so grateful to the residents of Scranton for allowing those businesses to flourish. I feel that it is time to become more active in our city and move it in a positive direction that will benefit all citizens. I hope to be a part of making our city a place where people are proud to live and ensure that our children, my grandchildren, believe in our city and feel confident that it is a place where they choose to raise their families.

I thank you for reaching out to the citizens and for the opportunity of being considered for a position in the city. If you have any questions, feel free to contact me. I wish you all the best in your tenure as mayor.

Sincerely,


Jack Harrington

9/20^{11:19} left voice mail



DEPARTMENT OF LAW

CITY HALL • 340 NORTH WASHINGTON AVENUE • SCRANTON, PENNSYLVANIA 18503 • PHONE: 570-348-4105 • FAX: 570-348-4263

October 31, 2019

To the Honorable Council
Of the City of Scranton
Municipal Building
Scranton, PA 18503

RECEIVED

NOV - 6 2019


OFFICE OF CITY
COUNCIL/CITY CLERK

Dear Honorable Council Members:

ATTACHED IS A RESOLUTION AUTHORIZING APPOINTMENT OF JOHN J. HARRINGTON, JR., 102 LILAC LANE, SCRANTON, PENNSYLVANIA, 18505, AS A MEMBER OF THE SCRANTON PARKING AUTHORITY EFFECTIVE OCTOBER 1, 2019. JOHN J. HARRINGTON, JR. WILL REPLACE SANTA (SANDY) CORBY WHO RESIGNED EFFECTIVE JULY 4, 2019. JOHN J. HARRINGTON, JR. WILL FULFILL THE UNEXPIRED TERM OF SANTA (SANDY) CORBY WHOSE TERM IS SCHEDULED TO EXPIRE ON JUNE 1, 2022.

THE ADMINISTRATION HAS VERIFIED THAT THE APPOINTEE HAS NO DELINQUENT CITY TAX OR REFUSE PAYMENTS DUE.

Respectfully,


Jessica L. Eskra, Esquire
City Solicitor

JLE/dan

RESOLUTION NO. _____

2019

APPOINTMENT OF THOMAS TANSITS, 17 TERRACE DRIVE, SCRANTON, PENNSYLVANIA, 18505, AS A MEMBER OF THE SCRANTON PARKING AUTHORITY EFFECTIVE OCTOBER 11, 2019. THOMAS TANSITS WILL REPLACE THOMAS BORTHWICK WHO RESIGNED EFFECTIVE MARCH 16, 2019. THOMAS TANSITS WILL FULFILL THE UNEXPIRED TERM OF THOMAS BORTHWICK WHOSE TERM IS SCHEDULED TO EXPIRE ON JUNE 1, 2021.

WHEREAS, Thomas Borthwick's current term as a member of the Scranton Parking Authority will expire on June 1, 2021; and

WHEREAS, the Mayor of the City of Scranton desires to appoint Thomas Tansits as a member of the Scranton Parking Authority effective October 11, 2019. He is replacing Thomas Borthwick whose term is scheduled to expire June 1, 2021. Thomas Tansits' term will expire June 1, 2021; and

WHEREAS, Thomas Tansits has the requisite, experience, education and training necessary to serve on the Board of the Scranton Parking Authority.

NOW, THEREFORE, BE IT RESOLVED that Thomas Tansits, 17 Terrace Drive, Scranton, PA is hereby appointed as a member of the Scranton Parking Authority to fill the unexpired term of Thomas Borthwick scheduled to expire June 1, 2021.

SECTION 1. If any section, clause, provision or portion of this Resolution shall be held invalid or unconstitutional by any Court of competent jurisdiction, such decision shall not affect any other section, clause, provision or portion of this Resolution so long as it remains legally enforceable minus the invalid portion. The City reserves the right to amend this Resolution or any portion thereof from time to time as it shall deem advisable in the best interests of the promotion of the purposes and intent of this Resolution and the effective administration thereof.

SECTION 2. This Resolution shall become effective immediately upon approval.

SECTION 3. This Resolution is enacted by the Council of the City of Scranton under the authority of the Act of Legislature, April 13, 1972, Act No. 62, known as the "Home Rule Charter and Optional Plans Law", and any other applicable law arising under the laws of the State of Pennsylvania.



OFFICE OF THE MAYOR

CITY HALL • 340 NORTH WASHINGTON AVENUE • SCRANTON, PENNSYLVANIA 18503 • PHONE: 570-348-4101 • FAX: 570-348-4251

October 11, 2019

Honorable Council of the City of Scranton
340 N. Washington Avenue
Scranton, Pa. 18503

RE: Scranton Parking Authority Appointment to Fill Unexpired Term

Dear Council Members:

Please be advised that I am appointing Thomas Tansits, 17 Terrace Dr., Scranton, PA 18505 as a member of the Scranton Parking Authority effective October 1, 2019.

Mr. Tansits' will be replacing Thomas Borthwick who resigned on March 16, 2019. Mr. Tansits will fill the unexpired term of Mr. Borthwick that is scheduled expire June 1, 2021. Mr. Tansits' term will be effective October 1, 2019 and will expire on June 1, 2021.

I respectfully request City Council's concurrence in this appointment.

Sincerely,

Wayne E. Evans
Mayor, City of Scranton

WEE/mm

CC: Jessica Eskra, Esq., City Solicitor
David Bulzoni, Business Administrator
Scranton Parking Authority
Thomas Tansits

SPA

August 14, 2019

Honorable Wayne E. Evans
Mayor of Scranton
340 North Washington Avenue
Scranton, PA 18503

Re: Boards and Authorities

Mayor Evans:

I recently read in the Times-Tribune that you're seeking volunteers to serve on city boards and authorities. Please consider me for any of the positions that you think I'm qualified for to help you move the city forward.

Respectfully,

Tom Tansits

Tom Tansits

17 Terrace Dr.
Scranton, PA 18505

9/20 - yes - set to Wayne B.



DEPARTMENT OF LAW

CITY HALL • 340 NORTH WASHINGTON AVENUE • SCRANTON, PENNSYLVANIA 18503 • PHONE: 570-348-4105 • FAX: 570-348-4263

October 31, 2019

To the Honorable Council
Of the City of Scranton
Municipal Building
Scranton, PA 18503

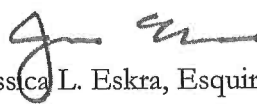
RECEIVED
NOV - 6 2019
OFFICE OF CITY
COUNCIL/CITY CLERK

Dear Honorable Council Members:

ATTACHED IS A RESOLUTION AUTHORIZING APPOINTMENT OF THOMAS TANSITS, 17 TERRACE DRIVE, SCRANTON, PENNSYLVANIA, 18505, AS A MEMBER OF THE SCRANTON PARKING AUTHORITY EFFECTIVE OCTOBER 11, 2019. THOMAS TANSITS WILL REPLACE THOMAS BORTHWICK WHO RESIGNED EFFECTIVE MARCH 16, 2019. THOMAS TANSITS WILL FULFILL THE UNEXPIRED TERM OF THOMAS BORTHWICK WHOSE TERM IS SCHEDULED TO EXPIRE ON JUNE 1, 2021.

THE ADMINISTRATION HAS VERIFIED THAT THE APPOINTEE HAS NO DELINQUENT CITY TAX OR REFUSE PAYMENTS DUE.

Respectfully,


Jessica L. Eskra, Esquire
City Solicitor

JLE/sl

RESOLUTION NO. _____

2019

APPOINTMENT OF TODD POUSLEY, 1137 RUNDLE STREET, SCRANTON, PENNSYLVANIA, 18504 AS A MEMBER OF THE PLANNING COMMISSION FOR THE CITY OF SCRANTON EFFECTIVE OCTOBER 11, 2019 FOR A FOUR (4) YEAR TERM. TODD POUSLEY WILL BE REPLACING MARTIN TURI WHOSE TERM EXPIRED DECEMBER 31, 2018. TODD POUSLEY'S TERM WILL EXPIRE ON DECEMBER 31, 2022.

WHEREAS, Martin Turi's term on the Planning Commission for the City of Scranton has expired on December 31, 2018; and

WHEREAS, the Mayor of the City of Scranton desires to appoint Todd Pousley as a member of the Planning Commission for the City of Scranton effective October 11, 2019 to replace Martin Turi whose term expired December 31, 2018. Todd Pousley's term will expire on December 31, 2022; and

WHEREAS, Todd Pousley has the requisite experience, education and training necessary to act as a member of the Planning Commission for the City of Scranton.

NOW, THEREFORE, BE IT RESOLVED that Todd Pousley, 1137 Rundle Street, Scranton, PA is hereby appointed as a member of the Planning Commission for the City of Scranton effective October 11, 2019 for a four (4) year term to replace Martin Turi whose term expired December 31, 2018. Todd Pousley's term will expire on December 31, 2022.

SECTION 1. If any section, clause, provision or portion of this Resolution shall be held invalid or unconstitutional by any Court of competent jurisdiction, such decision shall not affect any other section, clause, provision or portion of this Resolution so long as it remains legally enforceable minus the invalid portion. The City reserves the right to amend this Resolution or any portion thereof from time to time as it shall deem advisable in the best interests of the promotion of the purposes and intent of this Resolution and the effective administration thereof.

SECTION 2. This Resolution shall become effective immediately upon approval.

SECTION 3. This Resolution is enacted by the Council of the City of Scranton under the authority of the Act of Legislature, April 13, 1972, Act No. 62, known as the "Home Rule Charter and Optional Plans Law", and any other applicable law arising under the laws of the State of Pennsylvania.



OFFICE OF THE MAYOR

CITY HALL • 340 NORTH WASHINGTON AVENUE • SCRANTON, PENNSYLVANIA 18503 • PHONE: 570-348-4101 • FAX: 570-348-4251

October 11, 2019

Honorable Council of The City of Scranton
340 N. Washington Avenue
Scranton, Pa. 18503

RE: Scranton City Planning Commission Appointment

Dear Council Members:

Please be advised that I am appointing Todd Pousley, 1137 Rundle St., Scranton, PA 18504, as a member of the Planning Commission for the City of Scranton, Mr. Pousley will replace Martin Turi whose term expire December 31, 2018.

Mr. Pousley's four (4) year term will be effective October 11, 2019 and will expire on December 31, 2022.

I respectfully request City Council's concurrence in this appointment.

Sincerely,

Wayne E. Evans
Mayor, City of Scranton

WEE/mm

CC: Jessica Eskra, Esq., City Solicitor
Scranton Planning Commission
Don King, City Planner
Todd Pousley

Todd Pousley
1137 Rundle Street, Scranton, PA 18504

OK-
CITY PLANNING
COMMISSION

August 17, 2019

Mayor Wayne E. Evans
340 N. Washington Avenue
Scranton, PA 18503

OK
VERY VALANCY
WITH LAW DEPT.

Dear Mayor Evans,


Please consider me for a position on one of the City of Scranton's boards and authorities.

I am a nonprofit leader who, for more than a decade, has spearheaded a variety of community development efforts in Scranton. I began by leading the revitalization of Habitat for Humanity of Lackawanna County. As its president, I rebuilt the struggling organization and set the stage for its first construction project in seven years, a new single-family home in Scranton that was dedicated in 2012. I went on to pursue a Master of Public Administration degree at Marywood University. For my thesis, I spent a year researching best practices for stemming urban decay and used my findings to develop a five-point strategy for reducing blight in Scranton. Many of my recommendations have since been implemented. Now, I'm working with NeighborWorks Northeastern Pennsylvania to support homeowners in the city and revitalize West Scranton.

I believe my experience and educational background make me particularly well-suited to serve on the Scranton Redevelopment Authority. The SRA is an underutilized tool for community and economic development that, with the right guidance, could have a transformative impact on the city. I would welcome the opportunity to explore ways that the SRA can work in concert with nonprofits and the Lackawanna County Land Bank to improve the physical condition of our downtown and surrounding neighborhoods.

If I can better serve the city as a member of a different board or authority, however, I am happy to do so. My resume is enclosed. Feel free to contact me at [REDACTED] or [REDACTED]. Thank you for everything you've done and continue to do to make the City of Scranton a wonderful place to live!

Sincerely,



Todd Pousley



DEPARTMENT OF LAW

CITY HALL • 340 NORTH WASHINGTON AVENUE • SCRANTON, PENNSYLVANIA 18503 • PHONE: 570-348-4105 • FAX: 570-348-4263

October 31, 2019

To the Honorable Council
Of the City of Scranton
Municipal Building
Scranton, PA 18503

RECEIVED

NOV 13 2019

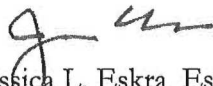
OFFICE OF CITY
COUNCIL/CITY CLERK

Dear Honorable Council Members:

ATTACHED IS A RESOLUTION APPOINTMENT OF TODD POUSLEY, 1137 RUNDLE STREET, SCRANTON, PENNSYLVANIA, 18504 AS MEMBER OF THE PLANNING COMMISSION FOR THE CITY OF SCRANTON EFFECTIVE OCTOBER 11, 2019 FOR A FOUR (4) YEAR TERM. TODD POUSLEY WILL BE REPLACING MARTIN TURI WHOSE TERM EXPIRED DECEMBER 31, 2018. TODD POUSLEY'S TERM WILL EXPIRE ON DECEMBER 31, 2022.

THE ADMINISTRATION HAS VERIFIED THAT THE APPOINTEE HAS NO DELINQUENT CITY TAX OR REFUSE PAYMENTS DUE.

Respectfully,


Jessica L. Eskra, Esquire
City Solicitor

JLE/sl

RESOLUTION NO. _____

2019

APPOINTMENT OF MICHAEL S. CUMMINGS, CFMP, 809 CROWN AVENUE, SCRANTON, PENNSYLVANIA, 18505 AS A MEMBER OF THE BOARD OF THE SCRANTON REDEVELOPMENT AUTHORITY FOR A FIVE (5) YEAR TERM EFFECTIVE OCTOBER 1, 2019. MICHAEL CUMMINGS WILL BE REPLACING JOSEPH HEALEY WHOSE TERM EXPIRED MARCH 19, 2019. MICHAEL CUMMINGS TERM WILL EXPIRE OCTOBER 1, 2024.

WHEREAS, Joseph Healey's term expired from the Board of the Scranton Redevelopment Authority on March 19, 2019; and

WHEREAS, the Mayor of the City of Scranton desires to appoint Michael S. Cummings as a member of the Board of the Scranton Redevelopment Authority for a five (5) year term effective October 1, 2019 and his term will expire on October 1, 2024; and

WHEREAS, Michael S. Cummings has the requisite, experience, education and training necessary to serve as a member of the Board of the Scranton Redevelopment Authority.

NOW, THEREFORE, BE IT RESOLVED that Michael S. Cummings, CFMP, 809 Crown Avenue, Scranton, PA 18505 is hereby appointed as a member of the Board of the Scranton Redevelopment Authority for a five (5) year term effective October 1, 2019 and will expire on October 1, 2024. Michael Cummings, CFMP will replace Joseph Healey whose term expired March 19, 2019.

SECTION 1. If any section, clause, provision or portion of this Resolution shall be held invalid or unconstitutional by any Court of competent jurisdiction, such decision shall not affect any other section, clause, provision or portion of this Resolution so long as it remains legally enforceable minus the invalid portion. The City reserves the right to amend this Resolution or any portion thereof from time to time as it shall deem advisable in the best interests of the promotion of the purposes and intent of this Resolution and the effective administration thereof.

SECTION 2. This Resolution shall become effective immediately upon approval.

SECTION 3. This Resolution is enacted by the Council of the City of Scranton under the authority of the Act of Legislature, April 13, 1972, Act No. 62, known as the "Home Rule Charter and Optional Plans Law", and any other applicable law arising under the laws of the State of Pennsylvania.



OFFICE OF THE MAYOR

CITY HALL • 340 NORTH WASHINGTON AVENUE • SCRANTON, PENNSYLVANIA 18503 • PHONE: 570-348-4101 • FAX: 570-348-4251

October 9, 2019

Honorable Council of the City of Scranton
340 N. Washington Avenue
Scranton, Pa. 18503

RE: Scranton Redevelopment Authority Appointment

Dear Council Members:

Please be advised that I am appointing Michael S. Cummings, CFMP, 809 Crown Ave, Scranton, Pa. 18505 as a member of the Scranton Redevelopment Authority. Mr. Cummings will be replacing Joseph Healey whose term expired March 19, 2019.

Mr. Cummings' five (5) year term is effective October 1, 2019 and will expire on October 1, 2024.

I respectfully request City Council's concurrence in this appointment.

Sincerely,

A handwritten signature in cursive script that reads "Wayne E. Evans".

Wayne E. Evans
Mayor, City of Scranton

WEE/mm

CC: Jessica Eskra, Esq., City Solicitor
David Bulzoni, Business Administrator
Scranton Redevelopment Authority
Michael S. Cummings, CFMP

Michael S. Cummings, CFMP

809 Crown Ave
Scranton, PA 18505

August 15, 2019

Mayor Wayne E. Evans
Boards & Authorities
340 N. Washington Ave.
Scranton, PA 18503

SRA
MIDNIGHTS

Dear Wayne,

First off, congratulations on being appointed Mayor of the great City of Scranton! It is a well-deserved appointment.

I am writing to submit my interest in being appointed as a volunteer on a city board or authority.

As a life-long resident of the city, I firmly believe it has a lot to offer and gets an undeserved negative reputation. With the right people in place, we can change this.

As for my background, I spent 20 plus years in a PR/marketing role for the Scranton/Wilkes-Barre Red Barons/Yankees. Sixteen of these years were under the Lackawanna County Stadium Authority giving me knowledge of the inner workings of local government and authorities.

Currently, I serve as the Vice-President, Marketing Manager for FNCB Bank where I am responsible for all marketing efforts of the bank.

If you feel I can be of service to the city, please let me know. I look forward to discussing any potential opportunities.

Sincerely,



Michael S. Cummings, CFMP

9/20 - 11:46 - left & a/c no D.



DEPARTMENT OF LAW

CITY HALL • 340 NORTH WASHINGTON AVENUE • SCRANTON, PENNSYLVANIA 18503 • PHONE: 570-348-4105 • FAX: 570-348-4263

October 31, 2019

To the Honorable Council
Of the City of Scranton
Municipal Building
Scranton, PA 18503

RECEIVED
NOV - 6 2019


OFFICE OF CITY
COUNCIL/CITY CLERK

Dear Honorable Council Members:

ATTACHED IS A RESOLUTION AUTHORIZING APPOINTMENT OF MICHAEL S. CUMMINGS, CFMP, 809 CROWN AVENUE, SCRANTON, PENNSYLVANIA, 18505 AS A MEMBER OF THE BOARD OF THE SCRANTON REDEVELOPMENT AUTHORITY FOR A FIVE (5) YEAR TERM EFFECTIVE OCTOBER 1, 2019. MICHAEL CUMMINGS WILL BE REPLACING JOSEPH HEALEY WHOSE TERM EXPIRED MARCH 19, 2019. MICHAEL CUMMINGS TERM WILL EXPIRE OCTOBER 1, 2024.

THE ADMINISTRATION HAS VERIFIED THAT THE APPOINTEE HAS NO DELINQUENT CITY TAX OR REFUSE PAYMENTS DUE.

Respectfully,


Jessica L. Eskra, Esquire
City Solicitor

JLE/dan

RESOLUTION NO. _____

2019

AUTHORIZING THE MAYOR AND OTHER APPROPRIATE CITY OFFICIALS TO EXECUTE AND ENTER INTO A CONTRACT BETWEEN THE CITY OF SCRANTON AND MORETTI CPA TO PERFORM THE CITY OF SCRANTON GAS CARD AUDIT SERVICES FOR ALL GAS CARD ACTIVITY FROM APRIL 2016 THROUGH MARCH 2019.

WHEREAS, a request for Proposal was advertised for the City of Scranton Gas Card Audit Services for all gas card activity from April 2016 through March 2019, and three (3) proposals were submitted for review; and

WHEREAS, after review of the proposals submitted, it was determined that it would be in the best interest of the City to award the Contract to Moretti CPA for the reasons provided in the Memo attached hereto from the Business Administrator; and

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SCRANTON that the Mayor and other appropriate City Officials are authorized to execute and enter into a Contract, substantially in the form attached hereto marked as Exhibit "A" and incorporated herein by reference thereto between the City of Scranton and Moretti CPA to perform the City of Scranton Gas Card Audit Services for all gas card activity from April 2016 through March 2019.

SECTION 1. If any section, clause, provision or portion of this Resolution shall be held invalid or unconstitutional by any Court of competent jurisdiction, such decision shall not affect any other section, clause provision or portion of this Resolution so long as it remains legally enforceable minus the invalid portion. The City reserves the right to amend this Resolution or any portion thereof from time to time as it shall deem advisable in the best interests of the promotion of the purposes and intend of this Resolution and the effective administration thereof.

SECTION 2. This Resolution shall become effective immediately upon approval.

SECTION 3. This Resolution is enacted by the Council of the City of Scranton under the authority of the Act of Legislature, April 13, 1972, Act No. 62, known as the "Home Rule Charter and Optional Plans Law", and any other applicable law arising under the laws of the State of Pennsylvania.

CONTRACT

This contract entered into this ____ day of _____ 2019 from the date of execution and remain in effect for one (1) year by and between the City of Scranton, 340 North Washington Avenue, Scranton, PA 18503, hereinafter called "Scranton" and

MORETTI CPA
406 BRIDGE STREET
OLD FORGE, PA 18518
PHONE NO. (570) 881-9735

hereinafter called "Contractor".

WITNESSETH:

WHEREAS, Scranton desires the Contractor to perform certain work and services in accordance with the terms and conditions hereinafter set forth and the Contractor is ready, willing and able to perform such work and services.

NOW THEREFORE, in consideration of the promises contained herein and the promises each to the other made, the parties do agree and intend to be legally bound as follows:

ARTICLE I - CATEGORY OF WORK AND SERVICES

The work and services to be performed by Contractor shall be in the general fields of providing the City of Scranton Gas Card Audit Services. The Contractor hereby covenants, contracts and agrees to furnish Scranton with:

CITY OF SCRANTON GAS CARD AUDIT SERVICES
FOR ALL GAS CARDS FROM APRIL 2016
THROUGH MARCH 2019 PER THE ATTACHED
BID PROPOSAL AND SPECIFICATIONS
FOR A TOTAL ESTIMATE OF \$9,675.00

Said services to be furnished and delivered in strict and entire conformity with Scranton's Specifications marked as Exhibit "A" attached hereto and incorporated herein by reference thereto and the Bid Proposal submitted by Moretti CPA dated October 28, 2019 attached hereto marked as Exhibit "B" and incorporated herein by reference thereto. Said Bid Proposal and Specifications are hereby made part of this Agreement as fully and with the same effect as if set forth at length herein.

ARTICLE II - GENERAL

(1) In the performance of the work and services hereunder, the Contractor shall act solely as an independent contractor, and nothing contained or implied shall at any time be so construed as to create the relationship of employer and employee, partnership, principal/agent, or joint adventurer as between Scranton and the Contractor.

(2) Failure of either party to enforce any of its rights hereunder shall not constitute a waiver of such rights, or of any other rights hereunder.

ARTICLE III - FEES

Said services to be furnished and delivered in strict and entire conformity with the Bid Proposal and Specifications attached hereto. Said Bid Proposal and Specifications are incorporated herein by reference as though set forth at length.

Scranton agrees to pay the Contractor for furnishing the above services if said services are provided in full compliance with the terms and conditions of this Contract to the satisfaction and approval of the Business Administrator. Such approval shall not be unreasonably withheld. The terms and conditions of this contract are set forth herein and may be supplemented by any attachments or exhibits incorporated herein by reference.

ARTICLE IV - INDEMNIFICATION

The Contractor shall indemnify, defend, and hold harmless Scranton from and against any and all claims and actions, based upon or arising out of damage to property or injuries to person or other acts caused or contributed to by Contractor or anyone acting under the Contractor's direction or control or on the Contractor's behalf in the course of the Contractor's performance under this contract.

ARTICLE V: TERMINATION OF CONTRACT

If through any cause the CONTRACTOR shall fail to fulfill in a timely and proper manner its obligations under this Agreement, or in the event of violation of any of the covenants contained herein, or in the event of violation of the laws applicable to implementation of the project contemplated by this Agreement, or in the event of misuse of funds, mismanagement, criminal activity or malfeasance in the implementation of this Agreement, Scranton shall thereupon have the right to terminate this Agreement by giving written notice to the CONTRACTOR specifying the effective date of termination. Said notice shall be given in writing to the CONTRACTOR and will be effective upon receipt by the CONTRACTOR. In such an event, all project records, unused grant monies, and such amounts as may have been expended contrary to the terms of this Agreement shall be returned to the Scranton.

ARTICLE VI: DEFAULT

In the event of a default by Contractor under this Agreement, the defaulting party then shall reimburse the non defaulting party for all costs and expenses incurred by the non defaulting party in connection with the default, including without limitation, court costs and attorneys fees at the trial level and on appeal.

ARTICLE VII: JURISDICTION

This Agreement shall be construed and interpreted in accordance with the laws of the Commonwealth of Pennsylvania and all obligations hereunder are to be performed in Lackawanna County, Pennsylvania. Jurisdiction over the subject matter and performance of this Agreement is therefore vested in the Lackawanna County Court of Common Pleas.

ARTICLE VIII - ENTIRE AGREEMENT

This contract constitutes the entire agreement between Scranton and Contractor. It supersedes all prior contemporaneous communications, representations, or agreements, whether oral or written, with respect to the subject matter thereof and if it has been induced by no representations, statements, or agreements other than those expressed. No agreement hereafter made between the parties shall be binding on either party unless reduced to writing and signed by an authorized officer of the party sought to be bound thereby.

IT IS FURTHER UNDERSTOOD AND AGREED that this contract is entered into under and subject to the provisions of the Act of Assembly of the Commonwealth of Pennsylvania, approved March 7, 1901, its supplements and amendments, and the liability of the City of Scranton herein limited to the amount appropriated for the same and subject to the Section 6-13

of the Administrative Code of the City of Scranton which limits payments of money out of the City Treasury to appropriations made by the Council.

THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK

IN WITNESS WHEREOF the parties hereto have, in due form of law, caused this agreement to be executed the day and year first above written.

ATTEST:

CITY CLERK

BY: _____

MAYOR

DATE: _____

DATE: _____

COUNTERSIGNED:

CITY CONTROLLER

BUSINESS ADMINISTRATOR

DATE: _____

DATE: _____

APPROVED AS TO FORM:

CITY SOLICITOR

DATE: _____

MORETTI CPA

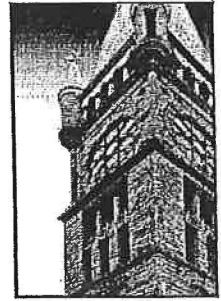
BY:

TITLE: _____

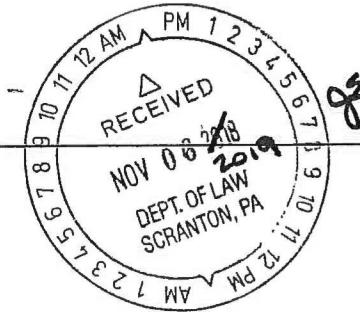
DATE: _____

BUSINESS ADMINISTRATION

City Hall
340 North Washington Avenue
Scranton, Pennsylvania 18503
Tel: (570) 348-4118
Fax: (570) 348-4225



SCRANTON



November 6, 2019

Memo

To: Wayne Evans, Mayor
Jessica Eskra, Solicitor
Lori Reed, City Clerk
Dennis Gallagher, Public Works Director

From: David Bulzoni, Business Administrator

Re: **Municipal Gas Card Audit Services**

All,

The City of Scranton received submissions from interested firms on November 1, 2019 following the publication of a Bid Proposal seeking auditing services for historical use of the City's gas card program. The evaluation would encompass card use under two programs; a transition from the Valero Commercial Card program to the WEX Sunoco card program occurred in 2016.

Three bid proposals were received. The following firms submitted proposals:

- | | |
|-------------------------------|---|
| 1. Joseph Alu and Associates | Not to exceed \$12,000
\$75.00/hour |
| 2. Moretti CPA | Estimated Fee, \$9,675
\$7,585- professional, \$1,800 – administrative
\$175/hour, professional; \$45/hour administrative |
| 3. Joseph Yanushefsky and Co. | \$135/hour plus expenses |

Total costs are difficult to quantify, hence the hourly rates and estimates. I believe a better understanding of total costs is achievable once the scope of work is defined. The scope should be delineated further following the initial meeting with the firm.

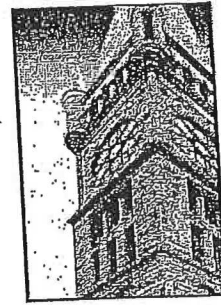
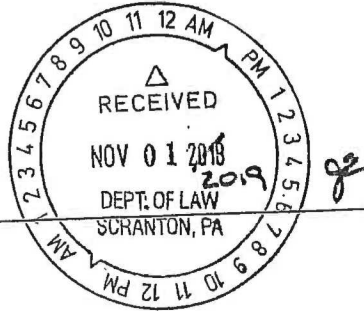
Relative to the specific proposals, Yanushefsky and Company was eliminated from consideration due to the omission of the accompanying proposal affidavits. Alu and Associates has measurable experience in municipal audits and is presently the firm assigned to the Single Tax Office audit. Moretti has less experience with municipal audits but has significant experience with forensic audits, including work with gas cards. The efforts included gas card program audits and the development of policies and procedures related to such program.

Both firms are certainly qualified. Given the forensic nature of the gas card audit, a recommendation is made to award the contract to Moretti CPA. The costs will be principally funded from the City Controller's Professional Services budget.

Based on the above information, the Office of the Business Administrator recommends the approval of the bid proposal submitted by Moretti CPA.

Department of Business Administration

City Hall
340 North Washington Avenue
Scranton, Pennsylvania 18503
Tel: (570) 348-4118
Fax: (570) 348-4225



SCRANTON

November 1, 2019

Mr. David Bulzoni
Business Administrator
Municipal Building
Scranton, Pa. 18503

Dear Mr. Bulzoni,

This is to inform you that proposals were opened Friday, November 1, 2019 in Council Chambers for the **City of Scranton Professional Services Municipal Gas Card Audit Services**. Attached is a copy of the proposals submitted by the following companies:

Joseph Yanushefsky CPA (No affidavits)
Arthur Moretti
Joseph Alu

After your review of the proposal, please inform the Law Office of your decision so they may call for a contract or reject said bid. Thank you for your cooperation in this matter.

Sincerely,

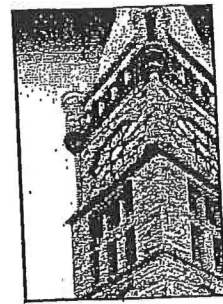
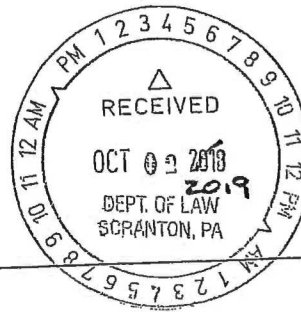
Julie Reed,
Purchasing Clerk

Encls.

CC: Mrs. Roseann Novembrino, City Controller
Mr. David Bulzoni, Business Administrator
Mrs. Lori Reed, City Clerk
✓ Mrs. Jessica Boyles Eskra, City Solicitor
File

Department of Business Administration

City Hall
340 North Washington Avenue
Scranton, Pennsylvania 18503
Tel: (570) 348-4118
Fax: (570) 348-4225



SCRANTON

October 2, 2019

Mr. David Bulzoni
Business Administrator
340 North Washington Ave.
Scranton Pa, 18503

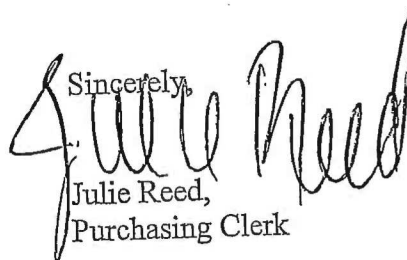
Dear Mr. Bulzoni,

This is to inform you that bids will be opened in Council Chambers on Friday,
November 1, 2019 at 10:00 A.M. for the following:

**City of Scranton
Professional Services Municipal Auditor Gas Card Audit Services**

Attached, please find an Invitation to Bidders, Specifications, and Proposal Blank.

Thank you for your cooperation in this matter.

Sincerely,

Julie Reed,
Purchasing Clerk

CC: Mayor Wayne Evans
Mrs. Roseann Novembrino, City Controller
Mrs. Lori Reed, City Clerk
Mr. David Bulzoni, Business Administrator
Mrs. Rebecca McMullen, Financial Manager
Mrs. Jessica Eskra, City Solicitor
File

REQUEST FOR PROPOSAL

Separate sealed proposals will be received by the City of Scranton, 340 North Washington Avenue, Scranton, PA 18503 until 10:00 a.m. November 1, 2019 at which time such proposals will be opened in the City Council Chambers for the following:

CITY OF SCRANTON

PROFESSIONAL SERVICES MUNICIPAL AUDITOR

GAS CARD AUDIT SERVICES

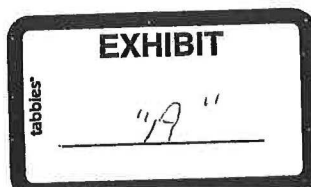
Proposals shall be made in accordance with the specifications to be obtained from the City Purchasing Department, 340 North Washington Avenue, Scranton, PA 18503 and which may be had by interested parties responding to the Request. Copies can be requested by contacting the City of Scranton Purchasing Clerk, at jreed@scrantonpa.gov.

Sealed envelopes containing the proposals will be received and identified as "City of Scranton Gas Card Audit Services". The envelopes should be delivered or mailed to the Office of the City Controller, at the address listed above, so as to arrive by the date and time specified above. The City of Scranton will require six (6) copies of this proposal. If you have any questions, please call David M. Bulzoni, Business Administrator, at (570) 348-4118, or Roseann Novembrino, City Controller, at (570) 348-4215.

David M. Bulzoni

Business Administrator

Each proposal must be accompanied by a signed proposal and the appropriate addenda certificates



INVITATION FOR REQUEST FOR PROPOSAL

CITY OF SCRANTON

Prospective respondents are invited to submit a proposal for a "Gas Card Audit Services" of all gas card activity from April 2016 through March 2019. The program employs the Sunoco Gas Card and has been in place during this time period with WEX Commercial Card Services. The attached letter from Scranton City Council dated September 23, 2019 provides a general scope of services. The report format will be defined by the City of Scranton upon award of the contract. The program has been maintained with WEX Card Services during the period of statement review.

All proposals must be submitted in six (6) copies to the Office of the City Controller, 2nd Floor, City Hall, 340 North Washington Avenue, Scranton, Pennsylvania, 18504. All proposals must be delivered in a sealed envelope and clearly marked. Late proposals will not be considered regardless of the reason.

I. GENERAL INFORMATION FOR OFFERORS

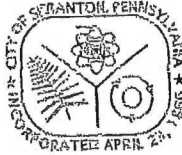
1. **PURPOSE:** The Request for Proposal (RFP) provides interested prospective proposers with sufficient information to enable them to prepare and submit proposals for consideration by the Office of the City Clerk of the City of Scranton to select a municipal services auditor for the specific purpose as noted above. The municipal services auditor will prepare a report based on the audit findings for Scranton City Council and the Office of the City Controller. The contract will remain in effect one year from the date of execution.
2. **ISSUING OFFICE:** This Request for Proposal is issued by the City of Scranton Office of Business Administration Department of Purchasing.
3. **SCOPE OF SERVICES:** This RFP contains instructions governing proposals to be submitted and the material to be included therein; a description of the service to be provided; requirements which must be met to be eligible for consideration, general evaluation criteria, and other requirements to be met by each proposal.
4. **PROBLEM STATEMENT:** The City of Scranton is currently considered a Distressed City under Act 47. The Pennsylvania Economy League has been chosen by the Department of Community and Economic Development to act as the City's Recovery Plan Coordinator. The City of Scranton has not audited the gas card program during the time period defined in the Request for Proposal.
5. **REJECTION OF PROPOSALS:** The City of Scranton reserves the right to reject any and all proposals received as a result of this request and is not obligated to select the lowest cost proposal.
6. **INCURRING COSTS:** The City of Scranton is not liable for costs incurred by the prospective proposers prior to the issuance of a contract.
7. **AMENDMENT TO THE RFP:** The Request for Proposal may be amended by the City. If amended, notification will be provided to the prospective proposers.
8. **PROPOSALS:** For further consideration, proposers must submit a complete response to the RFP. Each proposal must be submitted in six (6) copies to the Office of the City Controller. No other distribution of proposals will be required. Proposals must be signed by an authorized official as the contents are binding. The proposal must remain valid for a period of ninety (90) days.

Council of the City of Scranton

340 No. Washington Avenue • Scranton, Pennsylvania 18503 • Telephone (570) 348-4113 • Fax (570) 348-4207

Lori Reed
City Clerk

Amil Minora, Esq.
Counsel



Pat Rogan, President
Timothy Perry, Vice President
William Gaughan
Kyle Donahue
Mary Walsh Dempsey, Esq.

September 23, 2019

Mrs. Roseann Novembrino
City Controller
City of Scranton
340 North Washington Avenue
Scranton, PA 18503

Dear Mrs. Novembrino:

On or about August 26, 2019, Scranton City Council sent a written request for an "immediate" audit of gas card usage to ensure that the administration is properly guarding against potential fraud and abuse with regard to its vehicle fleet. A copy of that letter is attached at this time. The request was to encompass the last three years. Thereafter, on September 13, 2019, Council sent a follow up letter, requesting an "update of the status" of the audit and asking when Council can "expect the same." A copy of that letter is attached for your review.

As four full weeks have passed without any communication from your office to us, as a professional courtesy, we deem it proper to send a final letter to your office before we proceed to discuss the commencement of an outside independent audit pursuant to Council's authority under Article III, Section 313 of the Scranton Home Rule Charter.

The following *preliminary* information is important to us, at this time, with the understanding that additional information *may* be requested in the future. Of course, as you see fit, additional information can, and should be, included in your results to us:

1. The name, *and job title*, of each nonunion employee (current or former) that holds, maintains or has (or had) the right to use a gas card within the last 3 years;
2. For each and every person listed in #1 above, a listing (preferably in chart/spreadsheet form) of their monthly gas card bill for the last three years. If PIN Numbers are associated with the accounts, please be kind enough to attach a listing of the PIN number that is associated with each employee;
3. If possible, a copy of a written job description for each employee; and
4. If mileage records were kept by any of the people listed in #1 or #2, please attach the same. If they were not kept, please note "*mileage not kept.*"

We do understand that Mayor Evans, and his administration, put a new procedure/policy into place on August 9th of this year and for that we are appreciative and certainly commend the Mayor and the Administration. Going forward, we are confident this new policy will assist the City in establishing accountability and in making sure that the City can justify that gas cards are being used for appropriate purposes. We consider this one more progressive step in the right direction for the City of Scranton.

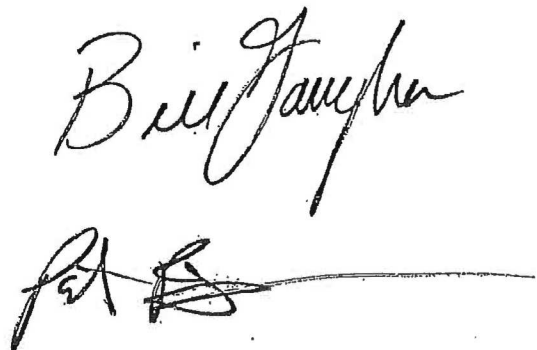
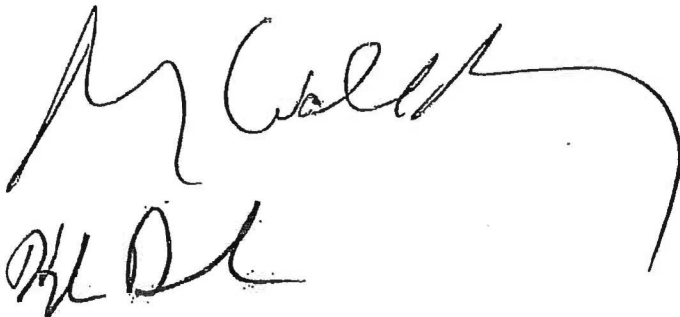
As to our 8/26/19 letter requesting an audit, the same still stands, and Council respectfully requests a written answer to the audit within the next 10 business days, or by the latest on Tuesday, October 1, 2019.

In addition, it is Council's understanding that the Gas Station affiliated with the city gas cards changed approximately two years ago from Valero to Sunoco. Council would like to review any and all paperwork that exists, including letters and contracts, relative to this modification. Please see that this information is attached to the audit results. Since we expect that this contractual information regarding Scranton's current gas station(s) for fleet vehicles will be easy to access, that information can be sent to us as soon as possible for a separate review and need not wait ten business days.

If for any reason, you feel that your office is unable, or unwilling, to conduct this audit, we ask that you advise us immediately and at the latest, within three business days of receipt of this letter, (by Friday, September 28th) and we will proceed to discuss the hiring of an outside audit service. In the event we do not hear from your office by this coming Friday, (9/28/19) Council will rely on the fact that the audit process is moving forward accordingly and that the results will be delivered back to us in accordance with the liberal time frames established by this letter.

Finally, please allow this letter to also serve as a kind reminder that any and all documentation and billing(s) that we are requesting pursuant to this letter, and our prior letters, is to be retained in its entirety during the time frame referenced in these requests, and thereafter.

Thank you for your anticipated cooperation in this most important matter.



cc: Wayne E. Evans, Mayor
David M. Bulzoni, Business Administrator ✓

II. REQUIRED INFORMATION AND SCOPE OF SERVICES

Proposals must be submitted in the format outlined below.

1. **PRIOR EXPERIENCE:** Please document the firm's experience providing audit support or auditing services to other municipalities, specifically cities. Describe similar engagements and define the scope of engagement and description of recommendations. Experience shown should be work completed by your firm.

2. **SCOPE OF WORK:** The Office of the City Controller is seeking assistance from a municipal services auditor to support the tasks associated with the completion of the gas card audit.

3. **PERSONNEL:** The municipal services auditor shall have received continuing professional education in governmental accounting during the past two years and shall be familiar with all Government Accounting Standards Board (GASB) policies.

4. **WORK PLAN:** The municipal services auditor will work closely with the Office of Business Administration, the Office of the City Controller, and the City Clerk, with the review and reconciliation of tasks supporting the gas card audit. The municipal services auditor will develop a time schedule in support of the gas card and submit it to the City of Scranton Office of the City Controller for review and approval.

5. RELEVANT DATA:

- The City of Scranton Post Audit for fiscal year 2018 is being prepared by Jones & Kohanski; the firm, SB and Company was the designated firm assigned to the independent post audit responsibilities for the fiscal years 2014 through 2017.
- The City of Scranton accounting records, including gas card statements, are maintained, primarily, by the Office of Business Administration and the Office of the City Controller;
- A Work Progress update will be submitted to the officials in Section 5 on no more than a monthly basis.

6. **SUBCONTRACTING:** The auditor shall not subcontract any work associated with this contract to any other firm unless first approved by the City of Scranton;

7. GENERAL CONDITIONS:

A. No verbal information to bidders will be binding on the City. The written requirements will be considered clear and complete, unless written attention is called to any apparent discrepancies or incompleteness before the opening of the proposals. All alterations to the Request for Proposal will be made in the form of a written communication emailed to all prospective proposers. The communications shall then be considered to be part of the Request for Proposal.

B. Submission of a proposal will be considered as conclusive evidence of the proposer's complete examination and understanding of the request.

C. The City of Scranton reserves the right to reject any and all proposals submitted and to request additional information from any Proposer. The City of Scranton reserves the right to waive minor irregularities in the procedures or proposals if it is deemed in the best interests of the City of Scranton. The City may elect, at its sole and absolute discretion, to award a Contract

based on the initial proposals with pricing clarification, or, to open negotiations, either written or oral, with one or more proposers to address performance, technical, pricing, delivery, or other provisions. If negotiations are opened, the City may elect, at its sole and absolute discretion, to conclude negotiations at any time if it is determined to be in its best interest, or they will be closed upon settlement of all questions and clarifications. Proposals may be rejected and negotiations terminated by the City. The award will be based on the offers submitted, as well as any and all negotiations conducted. The City further reserves the right to reject all proposals and seek new proposals when such procedure is considered to be in the best interest of the City.

D. The award will be made to that responsive and responsible proposer whose proposal, conforming to requirements of the request, will be most advantageous to the City, price and other factors considered. The award may or may not be made to the firm with the lowest negotiated cost.

E. The City shall have the right, without invalidating the contract, to make additions to or deductions from the items or work covered by the Request for Proposal. In case such deductions or additions are made, an equitable price adjustment shall be made between the City and the Proposer. Any such adjustments in price shall be made in writing.

F. After notice from the City, the selected proposer will be required to enter into a contract upon receipt of a Notice of Award. If a contract is not executed by the selected proposer, then the City reserves the right to retract the Notice of Award and enter into a contract with another proposer.

G. Proposals must be in typewritten form. Unsigned proposals will not be accepted. Proposers are expected to examine the content of the request and respond accordingly. Failure to do so will be at the Proposer's risk.

H. No proposal will be accepted from or contract awarded to any person, firm or corporation that is in arrears to the City in the payment of any fees or is in default to the City upon any contract, or that is a defaulter, as surety or otherwise, upon any obligation to the City or who had failed to faithfully perform any previous contract with the City.

I. Unless otherwise specified, all formal proposals submitted shall be binding for ninety (90) calendar days following the bid opening date and may be extended at the agreement of both parties.

J. AUTHORITY

The Business Administrator, as the designee of the Mayor, or the City Controller, have the sole responsibility to respond to inquiries regarding the Request for Proposal.

K. COMPLIANCE WITH LAWS

The firm selected shall at all times observe and comply with all laws, ordinances, regulations and codes of the federal, state, City and other local government agencies, which may in any manner affect the performance of the contract. If applicable, the firm selected shall also maintain any licenses issued by the City and/or its third party, including, but not limited to licenses to perform electrical, plumbing, HVAC, construction, etc. and be in good standing with all City departments and its affiliates. Failure to maintain required licenses and be in good standing may result in bid disqualification and/or voiding of any contract that may result therefrom.

L. CONTRACTOR COMPLIANCE

If applicable, each respondent is required to be in compliance with the City of Scranton local tax requirements. Failure to be in compliance with City of Scranton local tax requirements may result in bid disqualification and/or voiding of any contract that may result therefrom.

M. CONTRACT TERMINATION

A contract may be canceled by the City by giving the respondent written notice of the intent to cancel.

N. CONTROLLING LAW

This Request for Proposal is governed by, and will be construed and enforced in accordance with the laws of the Commonwealth of Pennsylvania without regard to any conflict of law provisions.

O. BIDDER'S ETHICS AND COLLUSION

Collusive Bidding: Any firm that submits more than one proposal in such a manner as to make it appear that one of the proposals submitted is competitive with that of a different proposer, or any two or more firms that agree to fix their respective proposals in such a manner as to be awarded the contract shall be disqualified from further consideration of award of this contract and shall be subject to any applicable penalties under the law.

Bribery: Any firm that attempts to influence a City official to award this contract to such proposer's firm by promising to provide or by providing to such City official any gratuity, entertainment, commission or any other gift, in exchange for a promise to award the contract to such firm shall be disqualified from further consideration of award of this contract and shall be subject to any applicable penalties under the law.

Conflict of Interest: Any firm that knows of any City official having a material direct or indirect financial interest in such proposer's firm shall be required to submit a written statement, along with the Form of Proposal, detailing such interest. Failure to disclose a known such financial interest shall result in the firm's disqualification from further consideration of award of this contract.

P. INDEMNIFICATION

This agreement shall be binding on the parties hereto, their heirs, successors and assigns.

Q. OPEN RECORDS LAW/PUBLIC INFORMATION

Under the Pennsylvania Right-to-Know Law (the "Law"), 65 P. S. Section 67.101 et. seq., a record in the possession of the City is presumed to be a public record subject to disclosure to any legal resident of the United States, upon request, unless protected by a statutory exception.

Any contract dealing with the receipt or disbursement of funds by the City or the City's acquisition, use or disposal of services, supplies, materials, equipment or property is subject to disclosure under the Law. The following are not subject to disclosure under an exception in the Law:

- A proposal pertaining to the City's procurement or disposal of supplies, services or construction prior to the award of a contract or prior to the opening and rejection of all bids;
- Financial information of a bidder or proposer requested in an invitation to bid or request for proposals to demonstrate the bidder's or proposers economic capability.

R. TRANSFERS AND ASSIGNMENTS

- Consultant shall not, without written consent of the City, assign, hypothecate or mortgage this agreement. Any attempted assignment, hypothecation or mortgage without the consent of the City shall render this agreement null and void.
- Neither this agreement nor any interest therein shall be transferable in proceedings in attachment or execution against bidder or in voluntary or involuntary proceedings in bankruptcy or insolvency or receivership taken by or against the respondent, or by any process of law including proceedings under Chapter X and XI of the Bankruptcy Act.

ATTACHMENTS
DATA SUBMISSION DOCUMENTS

Attachment A. Affirmative Action Certification

During the term of this contract, Bidder agrees as follows:

(1) Bidder shall not discriminate against any employee, applicant for employment, independent contractor or any other person because of race, color, religious creed, ancestry, national origin, age, sex or handicap. Bidder shall take affirmative action to insure that applicants are employed, and that employees or agents are treated during employment, without regard to their race, color, religious creed, ancestry, national origin, age, sex or handicap. Such affirmative action shall include, but is not limited to the following: employment, upgrading, demotion or transfer; recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training. Bidder shall post in conspicuous places, available to employees, agents, applicants for employment, and other persons, a notice to be provided by the contracting agency setting forth the provision of this affirmative action certification.

(2) Bidder shall, in advertisements or requests for employment placed by it or on its behalf, state all qualified applicants will received consideration for employment without regard to race, color, religious creed, ancestry, national origin, age, sex or handicap.

(3) Bidder shall send each labor union or workers' representative with which it has a collective bargaining agreement to other contract or understanding, a notice advising said labor union or worker's representative of its commitment to this affirmative action certification. Similar notice shall be sent to every other source of recruitment regularly utilized by bidder.

(4) It shall be no defense to a finding of noncompliance with this affirmative action certification that bidder has delegated some of its employment practices to any union, training program, or other source of recruitment which prevents it from meeting its obligations. However, if the evidence indicates that the bidder was not on notice of the third-party discrimination or made a good faith effort to correct it; such a factor shall be considered in mitigation in determining appropriate sanctions.

(5) Where the practices of a union or of any training program or other source of recruitment will result in the exclusion of minority group persons, so bidder will be unable to meet its obligations under this affirmative action certification, bidder shall then employ and fill vacancies through other affirmative action employment procedures.

(6) Bidder shall comply with all state and federal laws prohibiting discrimination in hiring employment opportunities. In the event of bidder's noncompliance with

Affirmative Action Certification of this contract or with any such laws, this contract may be terminated or suspended, in whole or in part, and bidder may be declared temporarily ineligible for further City of Scranton contracts, and other sanctions may be imposed and remedies invoked.

(7) Bidder shall furnish all necessary employment documents and records to, and permit access to its books, records, and accounts by, the City of Scranton Department of Business Administration, for purposes of investigation to ascertain Compliance with the provision of this certification. If bidder does not possess documents or records reflecting the necessary information requested, it shall furnish such information on reporting forms supplied by the City of Scranton Department of Business Administration.

(8) Bidder shall actively recruit minority subcontractors or subcontractors with substantial minority representation among their employees.

(9) Bidder shall include the provisions of this affirmative action certification in every subcontract, so that such provisions will be binding upon each subcontractor.

(10) Bidder's obligations under this clause are limited to the bidder's facilities within Pennsylvania, or where the contract is for purchase of goods manufactured outside of Pennsylvania, the facilities at which such goods are actually produced.

DATE:

NAME OF PROPOSER: _____

BY: _____

TITLE: _____

Attachment B. Certificate of Non-Segregated Facilities

The bidder certifies that he does not maintain or provide for his employees and segregated facilities at any of his establishments, and that he does not permit his employees to perform their services at any location under his control where segregated facilities are maintained. The Bidder certifies further that he will not maintain or provide for his employees any segregated facilities at any of his establishments, and that he does not permit his employees to perform their services at any location under his control where segregated facilities are maintained. The Bidder agrees that a breach of this certification will be a violation of the Equal opportunity clause in any contract resulting from acceptance of his bid. As used in this certification, the term "segregated Facilities," means any waiting rooms, work areas, restrooms and washrooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing directive or are in fact segregated on the basis of race, color, religion, or national origin, because of habit, local custom, or otherwise. The Bidder agrees that (except where he has obtained identical certifications from proposal subcontractors for specific time periods) he will obtain identical certifications from proposed sub-contractors prior to the award of sub-contracts exceeding \$10,000 which are not exempt from the provisions of the Equal Opportunity clause, and that he will retain such certification in his files.

NOTE: The penalty for making false statements in offers is prescribed in 18 U.S.C. §1001

DATE:

NAME OF PROPOSER: _____

BY: _____

TITLE: _____

Attachment C.

Non-Collusion Affidavit of Prime Bidder

STATE OF _____

COUNTY OF _____

, being first duly sworn, deposes and says that:

1. He is _____

(Owner, partner, officer, representative or agent)

of _____, the Bidder that has submitted the bid;

2. He is fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such Bid;
3. Such Bid is genuine and is not a collusive or sham Bid;
4. Neither the said Bidder nor any of its officers, partners, owners, agents, Representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other Bidder, firm or person to submit a collusive or sham Bid in connection with the Contract for which the attached Bid has been submitted or to refrain from bidding in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, or to Bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the City of Scranton (Local Public Agency) or any person interested in the proposed Contract; and;
5. The price or prices quoted in the attached Bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the bidder or any of its agents, representatives, owners, employees or parties in interest, including this affiant.

Non-Collusion Affidavit
Signature Page

Signed _____

(TITLE)

SUBSCRIBED AND SWORN TO BEFORE ME

THIS DAY OF

_____, 20 _____

(TITLE) _____

MY COMMISSION EXPIRES: _____, 20 _____

Attachment D. Disclosures by Firm or Contractor

1. Included in the proposal shall be a provision for the names and titles of all individuals providing professional services to the City of Scranton. After each name, please provide the responsibilities of that person with regard to the professional services provided to the City of Scranton.
 - List the names of any of the above individuals who are current or former officials or employees of the City of Scranton, their position, and dates of employment or public service.
2. Within the past five years, has the firm or contractor made a political contribution to any municipal official or candidate for municipal office in the City of Scranton or to the political party or political committee for whom the solicitation was made.
3. Does the firm or contractor have a direct financial, commercial, or business relationships with any municipal official or employee of the City of Scranton. With regard to every municipal official for which the answer is yes, identify that individual and provide a summary description of that relationship.
4. Within the past five years, has the firm or contractor conferred any gift of more than nominal value to any municipal official or employee of the City of Scranton within their capacity as a municipal official or employee of the City? A gift includes money, services, loans, travel, and entertainment, at value or discounted value.
5. Regarding the provision of professional services to the City of Scranton, are you aware of any conflicts of interest, whether apparent, potential, or actual, with respect to any officer, director, or employee of the firm or contractor and officials or employees of the City of Scranton. If yes, please provide a summary written explanation of the circumstances which you believe provide a basis to conclude that an apparent, potential, or actual conflict of interest may exist.
6. Omission of any responses required in questions one through five may result in the disqualification of the proposal.

VERIFICATION

I, _____, hereby state that I am (title) _____ for, _____ and am authorized to make this verification.

Signature: _____

THIS PROPOSAL, WHICH INCLUDES ATTACHMENTS A, B, C AND D
MUST BE RECEIVED IN THE
OFFICE OF THE CITY CONTROLLER IN A SEALED ENVELOPE NO LATER THAN
10:00 a.m. November 1, 2019

TO THE ATTENTION OF:

Roseann Novembrino

City Controller

City of Scranton

340 North Washington Avenue

2nd Floor

Scranton, PA 18504

NAME OF FIRM: _____

CONTACT PERSON: _____

STREET ADDRESS: _____

CITY/STATE/ZIP: _____

TELEPHONE NUMBER: _____

FAX NUMBER: _____

EMAIL ADDRESS: _____

Moretti CPA

Arthur J Moretti, CPA, MBA, CFF, CGMA

406 Bridge Street
Old Forge, PA 18518

Tel: 570-881-9735
Artmoretti@Outlook.com

October 25, 2019

City of Scranton
Office of the City Controller
340 North Washington Avenue
Scranton PA, 18503

Proposal for City of Scranton Gas Card Audit Services

Dear Sir/Madam,

Please find attached my proposal for providing Gas Card Audit Services for the City of Scranton.

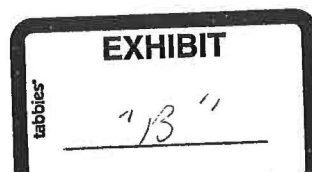
This proposal will cover all review and reconciliation tasks required by The Office of the City Controller for all gas card activity for the period 4/1/2016 through 3/31/2019 in order to complete the Gas Card Audit. In this proposal, I believe that you will find that I am not only highly qualified to perform this engagement, but I am prepared to do what it takes to provide the extra level of service required to maintain a long term-business relationship.

All work will be completed by Moretti, CPA and no outside consultant or firm will be utilized for this engagement. Furthermore, I possess the administrative and programmatic capacity and resources to manage the volume of work. I am able to accommodate any required meetings of the Department. Furthermore, I will meet reporting requirements and timelines for completion as set forth by the Department.

Though I possess education and experience in all aspects of accounting such as tax, auditing and financial statement preparation it is my knowledge and experience in Forensic accounting that sets me apart from traditional CPA's.

I am recognized by the American Institute of Certified Public Accountants of having met all requirements to use the designation of CFF (Certified in Financial Forensics). These requirements include passing an examination, possessing a minimum of 1,000 hours of business experience in forensic accounting, and having 75 hours of continuing education in Forensic Accounting.

My experience in Fraud, Forensic and Investigative Services include conducting internal investigations, unraveling complicated transactions, reconstructing events from incomplete/corrupted data, tracing funds and assets, and developing anti-fraud controls and integrity programs.



Relevant Experience

I am currently engaged in a three-year contract with the Lackawanna County Office of the Aging working in conjunction with the District Attorney's office investigating exploitation, theft and financial abuse. Due to confidentiality agreements, I cannot disclose specific details on cases and prosecutions which I have participated in.

I have extensive knowledge of the internal controls and weaknesses surrounding the use of gas cards. For two decades at New Hope Community, Inc. in New York, I was responsible for creating policies and procedures, chain of custody and the audits of personal need accounts of both medically frail and developmentally disabled populations which included the auditing, monitoring and use of over 200 gas cards used by agency personnel.

I just finalized an engagement with the Council of Alexandria Borough where I was engaged to perform a Limited Fiscal Review of the Alexandria Volunteer Fire Company which included an examination of financial transactions, internal controls and procedures surrounding the use and safeguard of assets and funds. This examination included but was not limited to Gas Cards.

I have served as an expert witness in several courts in regard to fraud, damage calculations, business valuation and equitable distribution.

Please note further that I am familiar with all Government Accounting Standards Board (GASB). References can be provided upon request and you can check my website for license and further information at MorettiCPA.com.

For your convenience, the following is a list of continuing education I have received for the last three years.

Arthur Moretti, CPA
Continuing Professional Education Courses

Course Title	Issue Date
Fraud and Abuse in Not-for-Profit Entities and Governments: Stealing from Everyone (FANG)	10/28/2019
Advanced Concepts in SSARS and Nonattest Services: Are You Certain You Are in Compliance? (SS21)	10/25/2019
Guide to Calculating S Corporation Stock Basis and Creating and Maintaining Basis Worksheets (CSSB)	10/17/2019
Hiring and Firing of Employees - What You Can and Cannot Do (HFEM)	9/30/2019
Twenty Essential IRA Tips for Saving Taxes and Avoiding Penalties (IRAS)	12/12/2018
Successfully Navigating the Impacts of SSARS No. 21-23 (SSAR)	12/11/2018
The Best S Corporation, Limited Liability, and Partnership Update Course by Surgent (BCPE)	12/7/2018
Establishing State Residency and Saving Your Clients Money (DOMR)	12/6/2018
The Current State of Circular 230: An Update on the Federal Ethics Rules for Tax Professionals (C230)	12/3/2018
The Essential Course for Preparing Not-for-Profit Financial Statements Under ASU No. 2016-14 (ENFP)	11/28/2018
Understanding Non-Compete Agreements (UNCA)	11/26/2018
Critical 1040 Reporting Issues Related to the Affordable Care Act -- Penalties and Premium Tax Credits (ACT2)	11/20/2018
Monthly Accounting and Auditing Update for Non-Issuers (ACU2)	11/14/2018
Cloud Clash: On the Front Lines of Cybercrime and Identity Theft (CBIT)	11/9/2018
Lease Accounting: The Impact of Changing Standards on Both Lessors and Lessees (AALL)	11/8/2018
Fraud Basics: Protecting the Company Till (DRF4)	11/7/2018
Surgent's Advanced Individual Income Tax Return Issues (STRI)	11/5/2018
Excel Shortcuts for Accountants (EXSC)	11/1/2018
Complete Guide to Payroll Taxes and 1099 Issues (CGPT)	10/30/2018
Guide to the Early Distribution Penalty Exceptions for Distributions from Retirement Accounts (IRA6)	10/29/2018
The Best Federal Tax Update Course by Surgent (BFTU)	10/26/2018
Taking Your Medicine: Health Care Update (OBC4)	10/22/2018
Key COSO Concepts: Managing Risk to Achieve Your Business Objectives (COS4)	10/15/2018
Controllershship Skills Update: Budgeting, Forecasting, and Big Data (CON3)	10/15/2018
Ethical Considerations for the CPA (ETHC)	10/5/2018
Calculating a Partner's or LLC Member's Basis (CPMB)	9/1/2017
Ethics in Tax Practice: Circular 230 From Soup to Nuts (C230)	8/30/2017
Secrets of Dealing with the IRS (DIRS)	8/23/2017
Fraud Basics: Protecting the Company Till (DRF4)	8/22/2017
Marketing Mastery Boot Camp: Achieve Ferrari-Type High Performance Marketing on a Fiat Budget (MMBC)	4/27/2017
Industry Accountant Toolkit (IATK)	3/21/2017
Essential Course for Performing Single Audits Under the New Uniform Guidance for Federal Awards (UGID)	3/6/2017
Fraud Basics: Protecting the Company Till (DRF4)	3/2/2017
Excel PivotTables: What You Need to Know (EXPV)	2/21/2017
Section 754 Step-Up in Basis: Understanding the Tax Issues for Partnerships and LLCs (S754)	2/16/2017
QuickBooks: Internal Control Tips & Tricks (QBIC)	2/15/2017
Fraud and Abuse in Not-for-Profit Entities and Governments: Stealing from Everyone (FANG)	2/13/2017
What CPAs Should Know About Trust Instruments (TRIT)	1/27/2017
Tax Forms Boot Camp: LLCs, Partnerships, and S Corporations (TFBC)	1/26/2017
Best S Corporation, Limited Liability, and Partnership Update (BCPE)	1/25/2017
DOL Overtime Rule Limbo - What Next, What to Do if You Have Already Complied, Plus FLSA Compliance Update (OVR3)	1/16/2017
Advanced Technical Tax Forms Training -- Form 1040 Issues (ATFI)	1/13/2017
Federal Tax Camp (SATC)	1/11/2017
Compilations, Reviews, and New Preparations: Engagement Performance and Annual Update (CRAU)	1/10/2017
Fraud and Abuse in Not-for-Profit Entities and Governments: Stealing from Everyone (FANG)	12/29/2016
Critical Year End Compliance Update for Small Employers (YESE)	12/28/2016
IRS Controversies - What To Do When Your Client Gets Audited (IRSC)	12/19/2016
Ethical Considerations for the CPA (ETHC)	12/16/2016
How the R&D Credit Benefits Small Businesses in 2016 and After (RDCB)	12/15/2016
Introduction to Governance Auditing: Strategic Opportunities for Assessing and Enhancing Key Entity Level Controls (GAUD)	12/12/2016
Excel: Breaking Old Habits (EXOH)	12/7/2016
Best Federal Tax Update (BFTU)	12/5/2016
Ethics in Tax Practice: Circular 230 From Soup to Nuts (C230)	12/2/2016
QuickBooks Customizing Reports: Get the Reports You Always Wanted (QBCR)	11/30/2016
Taxation of S Corporation Distributions (TSCD)	11/23/2016
Section 754 Step-Up in Basis: Understanding the Tax Issues for Partnerships and LLCs (S754)	11/22/2016
20 Essential IRA Tips for Saving Taxes and Avoiding Penalties (IRAS)	11/22/2016
Republican Tax Reform Proposals Deep Dive and 2017 Extender Update (RTDD)	11/22/2016
Business Law Essentials for Practitioners and Controllers (BLAW)	11/21/2016
Guide to Understanding the At-Risk Basis Rules and Form 6198 (UARB)	11/18/2016
Excel Lookups: Moving Beyond VLOOKUP Limitations (EXLU)	11/16/2016
Excel Tables and Conditional Summing (EXTB)	11/16/2016
Like-Kind Exchanges under Section 1031 (LKEX)	11/15/2016
Taking Your Medicine: Health Care in 2016 (OBC4)	11/14/2016
Lease Accounting: The Impact of Changing Standards on Both Lessors and Lessees (AAAL)	11/8/2016
Fraud -- A Fresh Perspective on its Impact (FRAU)	11/8/2016
Fraud Basics: Protecting the Company Till (DRF4)	10/31/2016

Approach and Methodology

My objective for this engagement is to assess the design and effectiveness of Internal Controls over the fuel card program including the policies and procedures, controls in place, and to determine the design and operating effectiveness of those controls identified in order to ensure that the administration is properly guarding against potential fraud and abuse with regard to its vehicle fleet.

Our approach to the engagements we have performed for gas card audits consist of the following Phases:

Understanding and Documenting the process

- Conduct Interviews with the appropriate representatives to discuss the scope and objectives of the project, obtain preliminary data, and establish working arrangements
- Conduct interviews with key personnel to obtain a detailed understanding of the fuel card processes
- Document flowcharts of the processes
- Review applicable policies and procedures and agreements related to this project
- Perform walkthroughs to gain an understanding of the function and assess the design of internal controls
- Develop a risk-based work plan for the evaluation of the design and operating effectiveness of processes and controls, based on the information obtained through our review, inquiry and walkthrough procedures

Evaluation of the Process and Controls Design and Testing of Operating Effectiveness

- Identify and asses the effectiveness of segregation of duties and controls applicable to the processes and systems
- Verify that appropriate control structures exist within the in-scope areas to identify and/or prevent fraud, waste and abuse
- Identify and assess the effectiveness and completeness of data relevant to the fuel card process for Management's monitoring and reporting purposes
- Assess the adequacy of fuel usage monitoring, including monitoring of fueling station locations
- Review and validate controls over inventory procedures: fuel and fuel cards
- Assess the process over fuel card (including "supervisor fuel card") activation and deactivation, and granting and disabling individualized fuel PIN numbers
- Assess the adequacy of applicable policies, procedures and guidelines
- Perform data analytics on fuel transaction data to assess fuel utilization patterns, Supervisor fuel card usage, weekend vs weekday transactions for appropriateness, fuel card limit parameters compared to vehicle specification, utilization of fueling locations, zero-usage fuel PINs, zero-usage fuel cards, and zero-usage supervisor fuel cards

Preparation of Report Draft, Exit Conferences and Presentations

I provide the appropriate Office with fully drafted audit reports. I also meet with the designated personnel at each stage of the process including a review of the draft reports prior to finalization. At the request of the liaison, I attend any meetings necessary to communicate the scope and results of the audit. I also present the audit report as requested.

Proposal for City of Scranton Gas Card Audit Services

Proposed Costs

Moretti CPA hereby proposes and agrees to perform the work described and to provide all labor and materials necessary to perform the work in connection the Gas Card Audit Services.

We propose to conduct the audit engagement and submit the audit reports in compliance with the instructions provided by the City of Scranton Office of the City Controller. The following are my estimated fees for these services indicating the estimated number of hours and rate per hour. The hourly billing rates indicated also apply to additional services not included in the original scope of work:

<u>Classification</u>	<u>Billing Rate</u>	<u>Estimated Hours</u>	<u>Estimated Fee</u>
Professional Service	\$175	45	\$7,875
Clerical/Administrative	\$45	40	\$1,800
Total Estimate		<u>75</u>	<u>\$9,675</u>

This estimate is based on the understanding that city personnel will promptly respond to any oral or written request by us to provide information and diligently assist us in obtaining any necessary information from any third party.

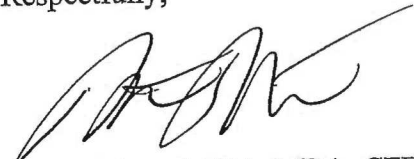
\$3,000 are payable upon completion of the signed agreement and our invoices will be rendered each month as work progresses and are payable on presentation. We will notify you immediately of any circumstances we encounter that could significantly affect our initial estimate of total fees.

Furthermore, I declare that I have no direct or indirect conflict of interest with either The City of Scranton or any City official having a material direct or indirect financial interest in my firm. and this engagement will be performed with objectivity and integrity.

It is understood that the City of Scranton reserves the right to reject this proposal and that this proposal will remain open and shall be binding for a period of (90) calendar days following the bid opening date and may be extended at the agreement of both parties.

Thank you for your kind consideration for this project. I understand that this proposal is subject to revision to accommodate your requirements if necessary. Should you wish to discuss any additional experience and/or my qualifications in greater detail, please do not hesitate to contact me. I have also included my contact information at the end of this letter for your convenience.

Respectfully,



Arthur Moretti CPA, MBA, CFF, CGMA

ATTACHMENTS
DATA SUBMISSION DOCUMENTS

Attachment A. Affirmative Action Certification

During the term of this contract, Bidder agrees as follows:

- (1) Bidder shall not discriminate against any employee, applicant for employment, independent contractor or any other person because of race, color, religious creed, ancestry, national origin, age, sex or handicap. Bidder shall take affirmative action to insure that applicants are employed, and that employees or agents are treated during employment, without regard to their race, color, religious creed, ancestry, national origin, age, sex or handicap. Such affirmative action shall include, but is not limited to the following: employment, upgrading, demotion or transfer; recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training. Bidder shall post in conspicuous places, available to employees, agents, applicants for employment, and other persons, a notice to be provided by the contracting agency setting forth the provision of this affirmative action certification.
- (2) Bidder shall, in advertisements or requests for employment placed by it or on its behalf, state all qualified applicants will receive consideration for employment without regard to race, color, religious creed, ancestry, national origin, age, sex or handicap.
- (3) Bidder shall send each labor union or workers' representative with which it has a collective bargaining agreement to other contract or understanding, a notice advising said labor union or worker's representative of its commitment to this affirmative action certification. Similar notice shall be sent to every other source of recruitment regularly utilized by bidder.
- (4) It shall be no defense to a finding of noncompliance with this affirmative action certification that bidder has delegated some of its employment practices to any union, training program, or other source of recruitment which prevents it from meeting its obligations. However, if the evidence indicates that the bidder was not on notice of the third-party discrimination or made a good faith effort to correct it, such a factor shall be considered in mitigation in determining appropriate sanctions.
- (5) Where the practices of a union or of any training program or other source of recruitment will result in the exclusion of minority group persons, so bidder will be unable to meet its obligations under this affirmative action certification, bidder shall then employ and fill vacancies through other affirmative action employment procedures.
- (6) Bidder shall comply with all state and federal laws prohibiting discrimination in hiring employment opportunities. In the event of bidder's noncompliance with

Affirmative Action Certification of this contract or with any such laws, this contract may be terminated or suspended, in whole or in part, and bidder may be declared temporarily ineligible for further City of Scranton contracts, and other sanctions may be imposed and remedies invoked.

(7) Bidder shall furnish all necessary employment documents and records to, and permit access to its books, records, and accounts by, the City of Scranton Department of Business Administration, for purposes of investigation to ascertain Compliance with the provision of this certification. If bidder does not possess documents or records reflecting the necessary information requested, it shall furnish such information on reporting forms supplied by the City of Scranton Department of Business Administration.

(8) Bidder shall actively recruit minority subcontractors or subcontractors with substantial minority representation among their employees.

(9) Bidder shall include the provisions of this affirmative action certification in every subcontract, so that such provisions will be binding upon each subcontractor.

(10) Bidder's obligations under this clause are limited to the bidder's facilities within Pennsylvania, or where the contract is for purchase of goods manufactured outside of Pennsylvania, the facilities at which such goods are actually produced.

DATE:

10/28/2019

NAME OF PROPOSER: Moretti CPA

BY: Arthur Moretti, CPA

TITLE: Owner

Attachment B. Certificate of Non-Segregated Facilities

The bidder certifies that he does not maintain or provide for his employees and segregated facilities at any of his establishments, and that he does not permit his employees to perform their services at any location under his control where segregated facilities are maintained. The Bidder certifies further that he will not maintain or provide for his employees any segregated facilities at any of his establishments, and that he does not permit his employees to perform their services at any location under his control where segregated facilities are maintained. The Bidder agrees that a breach of this certification will be a violation of the Equal opportunity clause in any contract resulting from acceptance of his bid. As used in this certification, the term "segregated Facilities," means any waiting rooms, work areas, restrooms and washrooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing directive or are in fact segregated on the basis of race, color, religion, or national origin, because of habit, local custom, or otherwise. The Bidder agrees that (except where he has obtained identical certifications from proposal subcontractors for specific time periods) he will obtain identical certifications from proposed sub-contractors prior to the award of sub-contracts exceeding \$10,000 which are not exempt from the provisions of the Equal Opportunity clause, and that he will retain such certification in his files.

NOTE: The penalty for making false statements in offers is prescribed in 18 U.S.C. §1001

DATE: 10/28/2019

NAME OF PROPOSER: Moretti CPA

BY: Arthur Moretti, CPA

TITLE: Owner

Attachment C.

Non-Collusion Affidavit of Prime Bidder

STATE OF

Pennsylvania

COUNTY OF

Lackawanna

, being first duly sworn, deposes and says that:

Arthur Moretti

1. He is

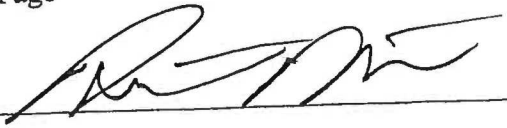
(Owner, partner, officer, representative or agent)

of Moretti CPA, the Bidder that has

submitted the bid;

2. He is fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such Bid;
3. Such Bid is genuine and is not a collusive or sham Bid;
4. Neither the said Bidder nor any of its officers, partners, owners, agents, Representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other Bidder, firm or person to submit a collusive or sham Bid in connection with the Contract for which the attached Bid has been submitted or to refrain from bidding in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, or to Bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the City of Scranton (Local Public Agency) or any person interested in the proposed Contract; and;
5. The price or prices quoted in the attached Bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the bidder or any of its agents, representatives, owners, employees or parties in interest, including this affiant.

Non-Collusion Affidavit
Signature Page

Signed 
owner
(TITLE)

SUBSCRIBED AND SWORN TO BEFORE ME

THIS 29th DAY OF October
2019

(TITLE) Barbara A. Michaels

MY COMMISSION EXPIRES: , 20

COMMONWEALTH OF PENNSYLVANIA
NOTARIAL SEAL
BARBARA A MICHAELS, NOTARY PUBLIC
OLD FORGE, LACKAWANNA COUNTY
MY COMMISSION EXPIRES AUGUST 14, 2020

Attachment D. Disclosures by Firm or Contractor

1. Included in the proposal shall be a provision for the names and titles of all individuals providing professional services to the City of Scranton. After each name, please provide the responsibilities of that person with regard to the professional services provided to the City of Scranton.
 - List the names of any of the above individuals who are current or former officials or employees of the City of Scranton, their position, and dates of employment or public service.
2. Within the past five years, has the firm or contractor made a political contribution to any municipal official or candidate for municipal office in the City of Scranton or to the political party or political committee for whom the solicitation was made.
3. Does the firm or contractor have a direct financial, commercial, or business relationships with any municipal official or employee of the City of Scranton. With regard to every municipal official for which the answer is yes, identify that individual and provide a summary description of that relationship.
4. Within the past five years, has the firm or contractor conferred any gift of more than nominal value to any municipal official or employee of the City of Scranton within their capacity as a municipal official or employee of the City? A gift includes money, services, loans, travel, and entertainment, at value or discounted value.
5. Regarding the provision of professional services to the City of Scranton, are you aware of any conflicts of interest, whether apparent, potential, or actual, with respect to any officer, director, or employee of the firm or contractor and officials or employees of the City of Scranton. If yes, please provide a summary written explanation of the circumstances which you believe provide a basis to conclude that an apparent, potential, or actual conflict of interest may exist.
6. Omission of any responses required in questions one through five may result in the disqualification of the proposal.

VERIFICATION

I, Arthur Moretti

hereby state that I am (title) Owner for,
and am authorized to make this verification.

Signature: _____



THIS PROPOSAL, WHICH INCLUDES ATTACHMENTS A, B, C AND D
MUST BE RECEIVED IN THE
OFFICE OF THE CITY CONTROLLER IN A SEALED ENVELOPE NO LATER THAN

10:00 a.m. November 1, 2019

TO THE ATTENTION OF:

Roseann Novembrino

City Controller

City of Scranton

340 North Washington Avenue

2nd Floor

Scranton, PA 18504

NAME OF FIRM: Moretti CPA

CONTACT PERSON: Arthur Moretti, CPA

STREET ADDRESS: 406 Bridge Street

CITY/STATE/ZIP: Old Forge, PA 18518

TELEPHONE NUMBER: 570-881-9735

FAX NUMBER: 570-471-7060

EMAIL ADDRESS: Artmoretti@Outlook.Com



DEPARTMENT OF LAW

CITY HALL • 340 NORTH WASHINGTON AVENUE • SCRANTON, PENNSYLVANIA 18503 • PHONE: 570-348-4105 • FAX: 570-348-4263

November 13, 2019

To the Honorable Council
Of the City of Scranton
Municipal Building
Scranton, PA 18503

RECEIVED

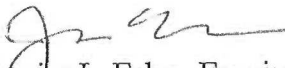
NOV 13 2019

OFFICE OF CITY
COUNCIL/CITY CLERK

Dear Honorable Council Members:

ATTACHED IS A RESOLUTION AUTHORIZING THE MAYOR AND
OTHER APPROPRIATE CITY OFFICIALS TO EXECUTE AND ENTER INTO A
CONTRACT BETWEEN THE CITY OF SCRANTON AND MORETTI CPA TO
PERFORM THE CITY OF SCRANTON GAS CARD AUDIT SERVICES FOR ALL
GAS CARD ACTIVITY FROM APRIL 2016 THROUGH MARCH 2019.

Respectfully,


Jessica L. Eskra, Esquire
City Solicitor

JLE/sl

FILE OF THE COUNCIL NO. _____

2019

AN ORDINANCE

AMENDING FILE OF THE COUNCIL NO. 45, 1996, AS AMENDED BY FILE OF THE COUNCIL NO. 110, 2005 UPDATING THE LIST OF HISTORIC PROPERTIES IN THE CITY OF SCRANTON, BY CREATING "THE LOCAL DOWNTOWN HISTORIC DISTRICT" TO EXPAND THE LIST OF HISTORIC PROPERTIES TO INCLUDE ALL BUILDINGS LOCATED WITHIN THE CENTRAL BUSINESS DISTRICT AND AMENDING THE PROCESS FOR LEGISLATIVE REVIEW OF RECOMMENDATIONS MADE BY THE HISTORICAL ARCHITECTURE REVIEW BOARD.

WHEREAS, by File of the Council No. 45, 1996, the City of Scranton established a list of designated historic properties and delegated certain powers to the Historical Architecture Review Board for oversight of such properties; and

WHEREAS, by File of the Council No. 110, 2005, the City of Scranton agreed to include an updated list of historic properties; and

WHEREAS, the City now wishes to create the "Local Downtown Historic District" to expand the list of historic properties as an overlay of its Central Business District as depicted in the Map attached hereto as Exhibit "A," and

WHEREAS, the City also desires to simplify the process for property owners who are requesting approval from the Historic Architecture Review Board so that improvements to buildings in the City are not unnecessarily delayed; and

WHEREAS, key stakeholders throughout the City have expressed support for the new historic overlay. Attached hereto are letters of support from Scranton Tomorrow, the Lackawanna Heritage Valley, and the Lackawanna Historical Society, marked collectively as Exhibit "B."

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF SCRANTON that File of the Council No. 45, 1996 is amended as follows:

SECTION 1. File of the Council No. 45, 1996 is hereby amended to expand the list of historic properties to include those which are depicted in the Map attached hereto and marked as Exhibit "A" to create the "Local Downtown Historic District." This map indicates that the historic district will overlay the entire Central Business District as delineated in the City's Zoning Code and adopted by File of Council No. 74, 1993.

SECTION 2. Section 9(d) of File of the Council No. 45, 1996 shall be repealed in its entirety and shall read:

(d) DECISION:

The Board shall notify the applicant of its decision as soon as possible, by Certified Mail, Return Receipt Requested, but no later than thirty (30) days after the submission of the application to the Building Code Official.

If the Board decides to recommend the granting of a Certificate of Appropriateness, the Board shall, simultaneously with notifying the applicant, submit its advice/report, in writing, to the Building Code Official for issuance of a permit.

If the Board, on the basis of the information received at the meeting, and from its general knowledge and background information, decides to recommend a denial of the Certificate of Appropriateness, it shall indicate to the applicant the changes, if any, in the plans and specifications which would enable the applicant to meet the requirements of this Ordinance, and shall forward its report to the Governing Body of the City of Scranton. The Board shall withhold its report from the Governing Body of the City of Scranton for a period of five (5) days following its notice to the applicant that the Board intends to recommend against the granting of a Certificate of Appropriateness. This grace period, which is intended to allow the applicant time to decide whether or not to make the suggested changes, may be extended by an additional fifteen (15) days upon written request of the applicant. At the expiration of this grace period, the Board shall forward its advice/report denying a Certificate of Appropriateness to the Governing Body of the City of Scranton, including any pertinent information regarding suggested changes to the proposed plan/application in question, and the applicant's response(s) to said suggested changes.

SECTION 3. Section 10 of File of the Council No. 45, 1996 shall be repealed in its entirety and shall read:

In the event that the Board denies an application, the Board shall submit its advice/report, in writing, to the Governing Body of the City of Scranton within thirty (30) days of the date of the submission of the application unless the time limitation is waived, in writing, by the applicant. This thirty (30) day period shall be extended, automatically, by the number of grace period days given pursuant to SECTION 9. Should the Board fail to provide its advice/report to the Governing Body of the City of Scranton within the time limits specified herein, it shall be deemed as a matter of law that the Board has recommended that the City of Scranton issue the subject Certificate of Appropriateness, and the applicant may notify the Building Code Official accordingly.

Should the Board decide to deny the application, it shall provide its advice/report to the Governing Body of the City of Scranton, it shall be in writing, and it shall include the following:

- (1) The exact location of the area in which the work is to be done;
- (2) The exterior changes to be made, or the exterior character of the structure to be constructed or erected.
- (3) A list of the surrounding structures with their general exterior characteristics and the names of their owners;
- (4) The effect of the proposed change(s) upon the general historical and architectural nature of the area;
- (5) The appropriateness of the exterior architectural features which can be seen from a public street or way;

- (6) The general design, arrangement, texture, and material of the building or structure, and the relation of such factors to similar features of the buildings or structures in the area;
- (7) The opinion of the Board (pro and con) as to the appropriateness of the work proposed as it will preserve, destroy, the historical or visual aspects and nature of the area.

SECTION 4. Section 11 of File of the Council No. 45, 1996 shall be repealed in its entirety and shall read:

(a) RECEIPT OF BOARD ADVICE/REPORT:

Upon receipt of the written denial of a Certificate of Appropriateness and the advice/report of the Board, or, absent the Board's advice/report, notification to the Building Code Official of the City of Scranton, the Governing Body of the City of Scranton shall consider within forty five (45) working days the question of upholding or remanding the denial of the application to the Board.

(b) NOTICE:

The applicant shall be advised by the City Clerk of the City of Scranton, by Certified Mail, Return Receipt Requested, of the time and place of the meeting at which time the denial will be reviewed by City Council and the applicant shall be advised that they have the right to attend the meeting and be heard as to their reasons for filing the application. If the applicant is not the owner of the property, then the owner shall be notified in the same manner.

(c) CRITERIA AND PROCEDURES:

In determining whether or not to uphold the denial of a Certificate of Appropriateness of the proposed erection, reconstruction, alteration, restoration, demolition, or razing of all or part of any building or structure, the Governing Body of the City of Scranton shall consider the same factors as considered by the Board, set forth in SECTION 5 (b) of this Ordinance, as well as the advice/report of the Commission. Any Hearing shall be conducted in accordance with the provisions of 53 P.S. §10908(2), (3), (4), (5), (6), (8), and (9), except that the time periods shall be those prescribed by this Ordinance.

(d) DECISION:

If the Governing Body of the City of Scranton concurs with the denial of a Certificate of Appropriateness, it shall do so in writing and copies shall be given to the applicant, the Board, and to the Pennsylvania Historical and Museum Commission, where applicable, by Certified Mail, Return Receipt Requested. The notice, rejecting the application, shall indicate what changes, if any, in the application's plans and specifications would enable the applicant to meet the requirements of this Ordinance.

If the Governing Body of the City of Scranton does not concur with the Board's denial of the Certificate of Appropriateness, it shall remand the matter to the Board, with an explanation for its rationale, and provide a copy its decision to the Board. Thereafter, the Board shall evaluate the Governing Body's recommendations, and revise its decision and report accordingly.

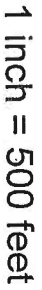
SECTION 5. In all other respects, File of the Council No. 45, 1996 shall remain in full force and effect.

SECTION 6. If any section, clause, provision or portion of this Ordinance shall be held invalid or unconstitutional by any Court of competent jurisdiction such decision shall not affect any other section, clause, provision or portion of this Ordinance so long as it remains legally

enforceable minus the invalid portion. The City reserves the right to amend this Ordinance or any portion thereof from time to time as it shall deem advisable in the best interest of the promotion of the purposes and intent of this Ordinance, and the effective administration thereof.

SECTION 7. This Ordinance shall become effective immediately upon approval.

SECTION 8. This Ordinance is enacted by the Council of the City of Scranton under the authority of the Act of Legislature, April 13, 1972, Act No. 62, known as the "Home Rule Charter and Option Plans Law" and any other applicable law arising under the laws of the State of Pennsylvania.





Mayor Wayne Evans
 City of Scranton
 340 North Washington Avenue
 Scranton, Pa 18503

September 25, 2019

Re: Local Historic District Overlay

Dear Mayor Evans,

On behalf of Scranton Tomorrow, I am writing this letter in support of legislation for downtown Scranton's Local Historic District overlay.

Scranton Tomorrow, a non-profit 501c(3) is a strong advocate of historic preservation-based development strategies. Historic preservation efforts are a necessary component of the comprehensive plan for vibrant business districts, while protecting their unique sense of place.

Our city's downtown is comprised of beautifully detailed and unique architecture. These structures are cultural treasures and important reminders of our past and merit our collective support for future generations.

Scranton Tomorrow is very much in support of the downtown Local Historic District overlay, and believe that every effort should be made to ensure our community's long-term sustainability.

Very Sincerely,

Leslie Collins
 Executive Director



LACKAWANNA HERITAGE VALLEY
NATIONAL & STATE HERITAGE AREA
213 Railroad Avenue
Scranton, PA 18505



October 3, 2019

The Honorable Mayor Wayne Evans
Scranton City Hall
340 North Washington Avenue
Scranton, Pennsylvania 18505

RE: The Establishment of a Local Historic District Overlay within Downtown Scranton

Mayor Evans:

I am writing on behalf of the Lackawanna Heritage Valley Authority to express support for the establishment of a Historic Overlay District within Downtown Scranton. Alongside the continued efforts of Scranton's Historic Architectural Review Board, this legislation will help to preserve the historic character of the downtown district and maintain and enhance upon the quality of life for those who live, work, shop and visit this significant local area.

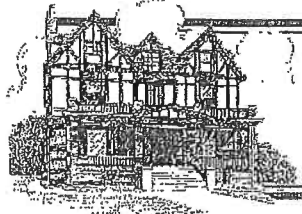
Downtown Scranton is a distinctive regional asset with historic architecture that helps to tell the stories of our proud industrious past. It is essential that legislation exists to preserve and properly improve upon the historic buildings that stand in our city. This will, in turn, help to stabilize property values and stimulate new investment within the area, while preserving the overall historic atmosphere and appearance of downtown as a whole.

As you know, the preservation and promotion of our region's rich history is an integral component to the mission of Lackawanna Heritage Valley. It is with that goal in mind that we strongly support this vital effort to establish a Local Historic District overlay in Downtown Scranton. If we may be able to provide additional feedback or support, we hope to hear from you at your convenience.

Thank you for your time and dedication to our region.

Joseph J. Corcoran
Joseph J. Corcoran
Executive Director

*Saving Yesterday
for Tomorrow*



LHS

**LACKAWANNA
HISTORICAL
SOCIETY**

The Catlin House 232 Monroe Avenue Scranton, PA 18510 . Phone (570) 344-3841

Board of Trustees
2019

Michael Gillmartin
President

Donald J. Frederickson, Jr., Esq.
1st Vice President/Solicitor

Laurie Cadden
2nd Vice President

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Leni Plasky
Christine Posly
Ella S. Rayburn
William Rinaldi, Esq.
Elaine Shepard

EMERITUS
Richard Bovard

Mary Ann Moran Savakinus
Executive Director

September 27, 2019

Honorable Wayne Evens
Scranton City Hall
340 N Washington Ave # 1
Scranton, PA 18503

Dear Mayor Evans,

The Lackawanna Historical Society is pleased to support legislation for a Local Historic District overlay in Downtown Scranton. The city's history as a significant place in the country's industrial development is evident by the excellent samples of period architecture that characterize the downtown. Therefore it is vital that we continue to promote and preserve these buildings. By establishing a historic district, this mission will be supported and strengthened.

We commend you and City Council for your great work on this project and for all you do to keep our city's history alive.

Sincerely,

Mary Ann Moran Savakinus
Executive Director



DEPARTMENT OF LAW

CITY HALL • 340 NORTH WASHINGTON AVENUE • SCRANTON, PENNSYLVANIA 18503 • PHONE: 570-348-4105 • FAX: 570-348-4263

October 28, 2019

To the Honorable Council
Of the City of Scranton
Municipal Building
Scranton, PA 18503

RECEIVED

OCT 29 2019

OFFICE OF CITY
COUNCIL/CITY CLERK

Dear Honorable Council Members:

ATTACHED IS AN ORDINANCE AMENDING FILE OF THE COUNCIL NO. 45, 1996, AS AMENDED BY FILE OF THE COUNCIL NO. 110, 2005 UPDATING THE LIST OF HISTORIC PROPERTIES IN THE CITY OF SCRANTON, BY CREATING "THE LOCAL DOWNTOWN HISTORIC DISTRICT" TO EXPAND THE LIST OF HISTORIC PROPERTIES TO INCLUDE ALL BUILDINGS LOCATED WITHIN THE CENTRAL BUSINESS DISTRICT AND AMENDING THE PROCESS FOR LEGISLATIVE REVIEW OF RECOMMENDATIONS MADE BY THE HISTORICAL ARCHITECTURE REVIEW BOARD.

Respectfully,

Jessica L. Eskra, Esquire
City Solicitor

JLE/sl

FILE OF THE COUNCIL NO. _____

2019

AN ORDINANCE

REGULATING THE OPERATION OF BYOB CLUBS, PROHIBITING THE BUSINESS OF BYOB CLUBS BETWEEN THE HOURS OF 2:00 A.M. AND 8:00 A.M., AND PROVIDING FOR ENFORCEMENT OF THESE PROVISIONS, INCLUDING PENALTIES FOR VIOLATIONS.

WHEREAS, the City of Scranton wishes to regulate the operation of BYOB clubs, to preserve the residential character if the City's neighborhoods and urban areas, to protect the rights of residents and business owners to the quiet enjoyment of their property, and to protect the health, welfare, and safety of the citizens of the City of Scranton. It is the express purpose of this article to legislate a balance between the constitutional rights of BYOB Club owners and patrons and the constitutional rights of the residents and business owners of the City of Scranton.

NOW, THEREFORE BE IT ORDAINED BY THE COUNCIL OF THE CITY OF SCRANTON AS FOLLOWS:

SECTION 1. DEFINITIONS AND INTERPRETATION. The following words, terms and phrases when used in this Ordinance shall have the meaning ascribed to them in this section, except where the context clearly indicates a different meaning:

- a. **Alcoholic Beverages:** Any and all beverages including malt beverages, which contain alcohol, liquor or such other intoxicating substances as are further defined in the Pennsylvania Liquor Code, 47 P.S. §1-101, et seq.
- b. **BOYB Club:** Any business facility, such as a dance hall, club, or association not licensed by the Pennsylvania Liquor Control Board, wherein patrons 21 years of age or older may, after payment of a fee, cover charge, or other entry fee, consume alcoholic beverages which said patrons have carried in, into or onto the BYOB club premises.

SECTION 2. PROHIBITED ACTIONS. It shall be unlawful for any person, persons, corporation, partnership, joint venture, trust, firm or association who or which owns, operates, leases, manages, or controls a BYOB Club to:

- a. Transact any business at the BYOB Club between the hours of 2:00 a.m. and 8:00 a.m.
- b. Allow any patrons of the BYOB Club to be present or on the premises of the BYOB Club between the hours of 2:00 a.m. and 8:00 a.m.
- c. Transact any business at the BYOB Club without possessing and prominently displaying on or in the premises of the BYOB Club a valid Certificate of Occupancy issued by the City of Scranton.
- d. Transact any business at the BYOB Club without conspicuously displaying in or upon the premises of the BYOB Club the hours of operation of the BYOB Club such that patrons thereof are sufficiently apprised of the same.

- e. Allow any person under the age of 21 to be present or in the premise when alcohol is being consumed on the premise, unless accompanied

SECTION 3. HOURS OF OPERATION; AGE LIMITS.

- a. It shall be unlawful for any patron of a BYOB Club to be present on or in the premises of a BYOB Club between the hours of 2:00 a.m. and 8:00 a.m. each day.
- b. It shall be unlawful for any person under the age of 21 to be present on or in the premise when alcohol is being consumed on the premise, unless accompanied by a parent or legal guardian.

SECTION 4. UNLAWFUL ACTIVITIES.

- a. In the event that any of the unlawful activities specified herein are conducted by or in the name of a corporation, partnership, joint venture, trust, firm, or association, in addition to (corporate) entity liability, the officers, agents, and/or principals of said corporation, partnership, joint venture, trust, firm, or association shall be deemed in violation hereof, as well as the person or persons who engaged in unlawful activities.
- b. The unlawful activities specified herein shall constitute separate and distinct offenses for each and every day in which said activities are conducted.

SECTION 5. VIOLATIONS AND PENALTIES.

Any person, persons, or entity violating the provisions of this article shall, upon conviction thereof, be sentenced to a fine not exceeding \$300.00 and/or imprisonment not to exceed 90 days, or both.

SECTION 6. If any section, clause, provision or portion of this Ordinance shall be held invalid or unconstitutional by any Court of competent jurisdiction such decision shall not affect any other section, clause, provision or portion of this Ordinance so long as it remains legally enforceable minus the invalid portion. The City reserves the right to amend this Ordinance or any portion thereof from time to time as it shall deem advisable in the best interest of the promotion of the purposes and intent of this Ordinance, and the effective administration thereof.

SECTION 7. This Ordinance shall become effective immediately upon approval.

SECTION 8. This Ordinance is enacted by the Council of the City of Scranton under the authority of the Act of Legislature, April 13, 1972, Act No. 62, known as the "Home Rule Charter and Option Plans Law" and any other applicable law arising under the laws of the State of Pennsylvania.



DEPARTMENT OF LAW

CITY HALL • 340 NORTH WASHINGTON AVENUE • SCRANTON, PENNSYLVANIA 18503 • PHONE: 570-348-4105 • FAX: 570-348-4263

October 30, 2019

To the Honorable Council
Of the City of Scranton
Municipal Building
Scranton, PA 18503

RECEIVED

OCT 31 2019

OFFICE OF CITY
COUNCIL/CITY CLERK

Dear Honorable Council Members:

ATTACHED IS AN ORDINANCE REGULATING THE OPERATION OF
BYOB CLUBS, PROHIBITING THE BUSINESS OF BYOB CLUBS BETWEEN THE
HOURS OF 2:00 A.M. AND 8:00 A.M., AND PROVIDING FOR ENFORCEMENT OF
THESE PROVISIONS, INCLUDING PENALTIES FOR VIOLATIONS.

Respectfully,

Jessica Eskra (S)
Jessica L. Eskra, Esquire
City Solicitor

JLE/sl

RESOLUTION NO. _____

2019

RE-APPOINTMENT OF THOMAS J. MCLANE, 601 STAFFORD AVENUE, SCRANTON, PENNSYLVANIA, 18505 AS A MEMBER OF THE SHADE TREE COMMISSION FOR AN ADDITIONAL FIVE (5) YEAR TERM. MR. MCLANE'S CURRENT TERM EXPIRES ON OCTOBER 29, 2019 AND HIS NEW TERM WILL EXPIRE ON OCTOBER 29, 2024.

WHEREAS, Thomas J. McLane's current term on the Shade Tree Commission expires on October 29, 2019; and

WHEREAS, the Mayor of the City of Scranton desires to re-appoint Thomas J. McLane as a member of the Shade Tree Commission for an additional five (5) year term. His current term will expire on October 29, 2019 and new term will expire October 29, 2024; and

WHEREAS, Thomas J. McLane has the requisite experience, education and training necessary to serve as a member of the Shade Tree Commission.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SCRANTON that Thomas J. McLane, 601 Stafford Avenue, Scranton, Pennsylvania 18505 is hereby re-appointed to the Shade Tree Commission for an additional five (5) year term. His current term will expire on October 29, 2019 and new term will expire on October 29, 2024.

SECTION 1. If any section, clause, provision or portion of this Resolution shall be held invalid or unconstitutional by any Court of competent jurisdiction, such decision shall not affect any other section, clause, provision or portion of this Resolution so long as it remains legally enforceable minus the invalid portion. The City reserves the right to amend this Resolution or any portion thereof from time to time as it shall deem advisable in the best interests of the promotion of the purposes and intent of this Resolution and the effective administration thereof.

SECTION 2. This Resolution shall become effective immediately upon approval.

SECTION 3. This Resolution is enacted by the Council of the City of Scranton under the authority of the Act of Legislature, April 13, 1972, Act No. 62, known as the "Home Rule Charter and Optional Plans Law", and any other applicable law arising under the laws of the State of Pennsylvania.



OFFICE OF THE MAYOR

CITY HALL • 340 NORTH WASHINGTON AVENUE • SCRANTON, PENNSYLVANIA 18503 • PHONE: 570-348-4101 • FAX: 570-348-4251

October 21, 2019

Honorable Council of the City of Scranton
340 N. Washington Avenue
Scranton, Pa. 18503

RE: Scranton Shade Tree Commission Re-Appointment

Dear Council Members:

Please be advised that I am re-appointing Thomas J. McLane, 601 Stafford Ave., Scranton, Pa. 18505, as a member of the Scranton Shade Tree Commission.

Mr. McLane's current term will expire Oct. 29, 2019: his new five (5) year term term will expire on October 29, 2024.

I respectfully request City Council's concurrence in this appointment.

Sincerely,

Wayne E. Evans
Mayor, City of Scranton

WEE/mm

CC: Jessica Eskra, City Solicitor
David Bulzoni, Business Administrator
Scranton Shade Tree Commission
Thomas J. McLane

Sent: Monday, October 14, 2019 11:52 AM
Subject: FW: Shade Tree Commission

Good morning Denise,

I wanted to confirm that I am very much interested in continuing to serve on the Scranton Shade Tree Commission for another term.

Thank you

Tom McLane



DEPARTMENT OF LAW

PENNSYLVANIA

CITY HALL • 340 NORTH WASHINGTON AVENUE • SCRANTON, PENNSYLVANIA 18503 • PHONE: 570-348-4105 • FAX: 570-348-4263

October 24, 2019

To the Honorable Council
Of the City of Scranton
Municipal Building
Scranton, PA 18503

RECEIVED

OCT 28 2019

OFFICE OF CITY
COUNCIL/CITY CLERK

Dear Honorable Council Members:

ATTACHED IS A RESOLUTION AUTHORIZING RE-APPOINTMENT OF THOMAS J. MCLANE, 601 STAFFORD AVENUE, SCRANTON, PENNSYLVANIA, 18505 AS A MEMBER OF THE SHADE TREE COMMISSION FOR AN ADDITIONAL FIVE (5) YEAR TERM. MR. MCLANE'S CURRENT TERM EXPIRES ON OCTOBER 29, 2019 AND HIS NEW TERM WILL EXPIRE ON OCTOBER 29, 2024.

THE ADMINISTRATION HAS VERIFIED THAT THE APPOINTEE HAS NO DELINQUENT CITY TAX OR REFUSE PAYMENTS DUE.

Respectfully,

Jessica Eskra
Jessica L. Eskra, Esquire
City Solicitor

JLE/sl

RESOLUTION NO. _____

2019

RE-APPOINTMENT OF TERRENCE V. GALLAGHER, ESQUIRE, 1320 ORAM STREET, SCRANTON, PENNSYLVANIA, 18504, AS A MEMBER OF THE BOARD OF THE SCRANTON HOUSING AUTHORITY FOR A TERM OF FIVE (5) YEARS. MR. GALLAGHER'S PRIOR TERM EXPIRED ON SEPTEMBER 27, 2013 AND WAS HELD OVER UNTIL OCTOBER 16, 2019. HIS NEW TERM WILL EXPIRE ON SEPTEMBER 27, 2023.

WHEREAS, Terrence V. Gallagher, Esquire's prior term as a member of the Board of the Scranton Housing Authority expired on September 27, 2013 and was held over until October 16, 2019; and

WHEREAS, the Mayor of the City of Scranton desires to re-appoint Terrence V. Gallagher, Esquire as a member of the Board of the Scranton Housing Authority for a term of five (5) years. Mr. Gallagher's new term will expire September 27, 2023; and

WHEREAS, Terrence V. Gallagher, Esquire has the requisite, experience, education and training necessary to serve on the Board of the Scranton Housing Authority.

NOW, THEREFORE, BE IT RESOLVED that Terrence V. Gallagher, Esquire, 1320 Oram Street, Scranton, Pennsylvania is hereby appointed to the Board of the Scranton Housing Authority for a term of five (5) years. Mr. Gallagher's prior term expired on September 27, 2013 and was held over to October 16, 2019. His new term will expire on September 27, 2023

SECTION 1. If any section, clause, provision or portion of this Resolution shall be held invalid or unconstitutional by any Court of competent jurisdiction, such decision shall not affect any other section, clause, provision or portion of this Resolution so long as it remains legally enforceable minus the invalid portion. The City reserves the right to amend this Resolution or any portion thereof from time to time as it shall deem advisable in the best interests of the promotion of the purposes and intent of this Resolution and the effective administration thereof.

SECTION 2. This Resolution shall become effective immediately upon approval.

SECTION 3. This Resolution is enacted by the Council of the City of Scranton under the authority of the Act of Legislature, April 13, 1972, Act No. 62, known as the "Home Rule Charter and Optional Plans Law", and any other applicable law arising under the laws of the State of Pennsylvania.



OFFICE OF THE MAYOR

CITY HALL • 340 NORTH WASHINGTON AVENUE • SCRANTON, PENNSYLVANIA 18503 • PHONE: 570-348-4101 • FAX: 570-348-4251

October 16, 2019

Honorable Council of the City of Scranton
340 N. Washington Avenue
Scranton, PA 18503

RE: Scranton Housing Authority

Dear Council Members:

Please be advised that I am re-appointing Terrance V. Gallagher, Esq., 1320 Oram Street, Scranton, Pennsylvania 18504 as a member of the Board of the Scranton Housing Authority.

Atty. Gallagher's term expired September 27, 2013, and was held over until October 16, 2019. His new five (5) year term is effective September 27, 2018 and will expire on September 27, 2023.

I respectfully request City Council's concurrence in this appointment.

Sincerely,

Wayne E. Evans
Mayor, City of Scranton

WEE/mm

CC: Scranton Housing Authority
Jessica Eskra, City Solicitor
David Bulzoni, Business Administrator
Terrance V. Gallagher, Esq.

GALLAGHER LAW OFFICES, P.C.

JEFFERSON PROFESSIONAL BUILDING

418 JEFFERSON AVENUE

SCRANTON, PA 18510

WWW.GALLAGHERLAWOFFICESPC.COM

TERRENCE V. GALLAGHER

CATHERINE A. GALLAGHER

SEAN E. GALLAGHER

TELEPHONE 570-347-8818

FACSIMILE 570-347-8828

GALLAGHERLAW@COMCAST.NET

March 25, 2014

City of Scranton
Attn: Solicitor Jason Shrive, Esquire
340 North Washington Avenue
Scranton, PA 18503

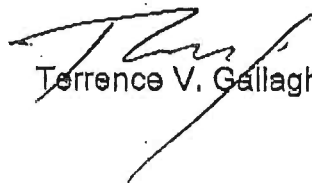
RE: Re-Appointment

Dear Jason:

I wanted express my appreciation and thanks to Mayor Bill Courtright in notifying me of his decision to re-appointment me to the Scranton Housing Authority Board. The Housing authority is under the understanding that my term expires in September 2014. However the Mayor desires to proceed is acceptable to me.

Best regards, I am

Very truly yours,



Terrence V. Gallagher

TVG/mb



DEPARTMENT OF LAW

CITY HALL • 340 NORTH WASHINGTON AVENUE • SCRANTON, PENNSYLVANIA 18503 • PHONE: 570-348-4105 • FAX: 570-348-4263

October 24, 2019

To the Honorable Council
Of the City of Scranton
Municipal Building
Scranton, PA 18503

RECEIVED

OCT 31 2019

OFFICE OF CITY
COUNCIL/CITY CLERK

Dear Honorable Council Members:

ATTACHED IS A RESOLUTION AUTHORIZING RE-APPOINTMENT OF
TERRENCE V. GALLAGHER, ESQUIRE, 1320 ORAM STREET, SCRANTON,
PENNSYLVANIA, 18504, AS A MEMBER OF THE BOARD OF THE SCRANTON
HOUSING AUTHORITY FOR A TERM OF FIVE (5) YEARS. MR. GALLAGHER'S
PRIOR TERM EXPIRED ON SEPTEMBER 27, 2013 AND WAS HELD OVER UNTIL
OCTOBER 16, 2019. HIS NEW TERM WILL EXPIRE ON SEPTEMBER 27, 2023.

THE ADMINISTRATION HAS VERIFIED THAT THE APPOINTEE HAS NO
DELINQUENT CITY TAX OR REFUSE PAYMENTS DUE.

Respectfully,

Jessica L. Eskra, Esquire
City Solicitor

JLE/sl

RESOLUTION NO. _____

2019

AUTHORIZING THE MAYOR AND OTHER APPROPRIATE CITY OFFICIALS TO EXECUTE AND ENTER INTO A CONTRACT WITH SPECK AND ASSOCIATES AND BARRY ISETT AND ASSOCIATES (SPECK/ISETT PARTNERSHIP) FOR THE CITY OF SCRANTON DOWNTOWN SCRANTON CONNECTIVITY PLAN.

WHEREAS, a request for Proposals was advertised for the City of Scranton Downtown Scranton Connectivity Plan and three (3) proposals were submitted for review; and

WHEREAS, after review of the proposals submitted, it was determined that it would be in the best interest of the City to award the Contract to Speck and Associates and Barry Isett and Associates (Speck/Isett Partnership) for the reasons provided in the attached Memorandum from the Business Administrator.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SCRANTON that the Mayor and other appropriate City Officials are authorized to execute and enter into a Contract, substantially in the form attached hereto marked as Exhibit "A" and incorporated herein by reference thereto with Speck and Associates and Barry Isett and Associates (Speck/Isett Partnership) for the City of Scranton Downtown Scranton Connectivity Plan.

SECTION 1. If any section, clause, provision or portion of this Resolution shall be held invalid or unconstitutional by any Court of competent jurisdiction, such decision shall not affect any other section, clause provision or portion of this Resolution so long as it remains legally enforceable minus the invalid portion. The City reserves the right to amend this Resolution or any portion thereof from time to time as it shall deem advisable in the best interests of the promotion of the purposes and intend of this Resolution and the effective administration thereof.

SECTION 2. This Resolution shall become effective immediately upon approval.

SECTION 3. This Resolution is enacted by the Council of the City of Scranton under the authority of the Act of Legislature, April 13, 1972, Act No. 62, known as the "Home Rule Charter and Optional Plans Law", and any other applicable law arising under the laws of the State of Pennsylvania.

CONTRACT

This contract entered into this ____ day of _____ 2019 effective from
October 1, 2019 to September 30, 2022 by and between the City of Scranton, 340 North
 Washington Avenue, Scranton, PA 18503, hereinafter called "Scranton" and

Speck & Associates, LLC
 1561 Beacon Street #3
 Brookline, MA 02446
 Phone No. (202) 236-0140

Barry Isett & Associates, Inc.
 1170 Highway 315, Suite 3
 Wilkes Barre, PA 18702
 Phone No. (570) 285-8200

hereinafter called "Contractors".

WITNESSETH:

WHEREAS, Scranton desires the Contractors to perform certain work and services in
 accordance with the terms and conditions hereinafter set forth and the Contractors are ready,
 willing and able to perform such work and services.

NOW THEREFORE, in consideration of the promises contained herein and the promises
 each to the other made, the parties do agree and intend to be legally bound as follows:

ARTICLE I - CATEGORY OF WORK AND SERVICES

The work and services to be performed by Contractors shall be in the general fields of
 assisting the City of Scranton with the Downtown Scranton Connectivity Plan. The Contractors
 hereby covenants, contracts and agrees to furnish Scranton with a full range of solutions for city
 officials and likely include recommendations surrounding the following issues:

- Changes to the existing street network, including reconsideration of one-way streets;
- Changes to the number and width of lanes on certain streets;
- Changes to the provisions and design of turn lanes;
- Changes to the signalization regimes at downtown intersections;
- Introduction of better and more inviting bicycle facilities;
- Changes to on-street parking;
- Changes to off-street parking and strategy;
- Changes to parking pricing, policy, and management;
- Strategies for connecting key activity centers with multi-modal transport;
- Improvements in traffic signage in the downtown section and those sections identified in the Proposal;
- Identification of key redevelopment parcels and strategies for their prioritization;
- Identification of other City Policies for encouraging Downtown growth;
- Incorporating the Iron District into the City of Scranton Downtown section;
- Creating connectivity to the University of Scranton Sports Complex in the South Scranton section; and
- Creating connectivity to the peripheral sections identified in Section 1 of the Proposal.

Said services to be furnished and delivered in strict and entire conformity with Scranton's
 Specifications marked as Exhibit "A" attached hereto and incorporated herein by reference
 thereto and the Bid Proposal submitted by Speck/Isett Partnership dated September 6, 2019
 attached hereto marked as Exhibit "B" and incorporated herein by reference thereto. Said Bid
 Proposal and Specifications are hereby made part of this Agreement as fully and with the same
 effect as if set forth at length herein.

ARTICLE II – GENERAL

(1) In the performance of the work and services hereunder, the Contractors shall act solely as independent contractors, and nothing contained or implied shall at any time be so construed as to create the relationship of employer and employee, partnership, principal/agent, or joint adventurer as between Scranton and the Contractors.

(2) Failure of either party to enforce any of its rights hereunder shall not constitute a waiver of such rights, or of any other rights hereunder.

(3) As stated in the proposal, Speck and Associates intends utilize the firm of Nelson\Nygaard Consulting Associates, Inc. as a subconsultant. Contractors agree and acknowledge that no contractual relationship exists between the City of Scranton and Nelson\Nygaard or any other subcontractor or subconsultant contractors decide to employ or retain.

In the performance of the work and services hereunder, the Subcontractor shall act solely as independent contractor, and nothing contained or implied shall at any time be so construed as to create the relationship of employer and employee, partnership, principal/agent, or joint adventurer as between Scranton and the Subcontractor.

ARTICLE III - FEES

Said services to be furnished and delivered in strict and entire conformity with the Bid Proposal and Specifications attached hereto. Said Bid Proposal and Specifications are incorporated herein by reference as though set forth at length.

Scranton agrees to pay the Contractors for furnishing the above services if said services are provided in full compliance with the terms and conditions of this Contract to the satisfaction and approval of the Business Administrator. Such approval shall not be unreasonably withheld. The terms and conditions of this contract are set forth herein and may be supplemented by any attachments or exhibits incorporated herein by reference.

ARTICLE IV - INDEMNIFICATION

The Contractors shall indemnify, defend, and hold harmless Scranton from and against any and all claims and actions, based upon or arising out of damage to property or injuries to person or other acts caused or contributed to by Contractors or anyone acting under the Contractors direction or control or on the Contractors behalf in the course of the Contractors performance under this contract.

The Contractor shall indemnify, defend, and hold harmless Scranton from and against any and all claims and actions, based upon or arising out of damage to property or injuries to person or other acts caused or contributed to by Subcontractor or anyone acting under the Subcontractors' direction or control or on the Subcontractors' behalf in the course of the Subcontractors' performance under this contract.

ARTICLE V - INSURANCE

- (1) Contractors represent that they now carry, and agree they will continue during the term of this Contract to carry, at a minimum: Workers' Compensation, Comprehensive General and Contractual Liability, and Professional Liability Insurance in the following amounts:

<u>TYPE OF INSURANCE</u>	<u>LIMITS OF LIABILITY</u>
Workers' Compensation	Statutory
Employer's Liability	\$ 500,000.00
Professional Liability	\$1,000,000.00 each occurrence

Comprehensive General Liability (including Blanket Contractual Liability Insurance)	\$1,000,000.00 aggregate
Bodily Injury	\$ 1,000,000 each person \$ 1,000,000 each occurrence \$ 1,000,000 aggregate
Property Damage	\$ 500,000 each occurrence
Personal Injury	\$ 500,000
Comprehensive Automobile Liability:	
Bodily Injury	\$ 300,000 each person \$ 500,000 each occurrence
Property Damage	\$ 500,000 each occurrence

(2) Certificates of all insurance provided by the Contractors shall be available for Scranton's review and will be furnished to Scranton if requested. Such copies of certificates shall include the following:

- (a) Name of insurance company, policy number, and expiration data;
- (b) The coverage required and the limits on each, including the amount of deductibles or self-insured retentions (which shall be for the account of the Contractors);
- (c) A statement indicating Scranton shall receive thirty (30) days notice of cancellation or significant modification of any of the policies which may affect Scranton's interest;
- (d) A statement confirming Scranton has been named an additional insured (except for Worker's Compensation) on all policies; and
- (e) A statement confirming that Scranton, its agents and employees, have been provided a waiver of any rights or subrogation, which the Contractor may have against them.

ARTICLE VI: TERMINATION OF CONTRACT

If through any cause either CONTRACTOR shall fail to fulfill in a timely and proper manner its obligations under this Agreement, or in the event of violation of any of the covenants contained herein, or in the event of violation of the laws applicable to implementation of the project contemplated by this Agreement, or in the event of misuse of funds, mismanagement, criminal activity or malfeasance in the implementation of this Agreement, Scranton shall thereupon have the right to terminate this Agreement by giving written notice to the CONTRACTOR specifying the effective date of termination. Said notice shall be given in writing to the CONTRACTOR and will be effective upon receipt by the CONTRACTOR. In such an event, all project records, unused grant monies, and such amounts as may have been expended contrary to the terms of this Agreement shall be returned to the Scranton.

ARTICLE VII: DEFAULT

In the event of a default by a Contractor under this Agreement, the defaulting party then shall reimburse the non defaulting party for all costs and expenses incurred by the non defaulting party in connection with the default, including without limitation, court costs and attorneys fees at the trial level and on appeal.

ARTICLE VIII: JURISDICTION

This Agreement shall be construed and interpreted in accordance with the laws of the Commonwealth of Pennsylvania and all obligations hereunder are to be performed in Lackawanna County, Pennsylvania. Jurisdiction over the subject matter and performance of this

IN WITNESS WHEREOF the parties hereto have, in due form of law, caused this agreement to be executed the day and year first above written.

ATTEST:

CITY CLERK

BY: _____
MAYOR

DATE: _____

DATE: _____

COUNTERSIGNED:

CITY CONTROLLER

BUSINESS ADMINISTRATOR

DATE: _____

DATE: _____

APPROVED AS TO FORM:

CITY SOLICITOR

DATE: _____

SPECK & ASSOCIATES,LLC

BY:

TITLE: _____

DATE: _____

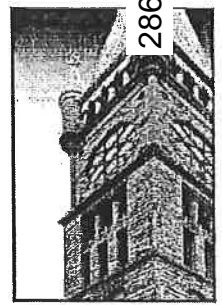
BARRY ISETT & ASSOCIATES, INC.

BY:

TITLE: _____

DATE: _____

City Hall
340 North Washington Avenue
Scranton, Pennsylvania 18503
Tel: (570) 348-4118
Fax: (570) 348-4225



SCRANTON

October 1, 2019

Memo

To: Wayne Evans, Mayor
Jessica Eskra, Solicitor
Lori Reed, City Clerk
Don King, City Planner

From: David Bulzoni, Business Administrator

Re: Appointment of a Firm to Complete a Downtown Connectivity Analysis

All,

The City of Scranton received four proposals on April 24 in conjunction with the Connectivity project. Those submissions were received as qualifications proposals. I reviewed the proposals but had difficulty justifying an award since one of the submissions included a fixed cost. This circumstance created an unfair advantage since the cost was considered favorable. An attempt to quantify the value of the remaining submissions proved unsuccessful. The firms submitting proposals at the time were:

- Barry Isett and Associates;
- Speck and Associates;
- Simone Collins;
- Urban Research and Development (URD)

Because of the inability to secure a recommendation based on the content of those proposals, a determination was made to reject all of the proposals and advertise for a resubmission as a fixed cost proposal. The readvertised request was due on September 13.

Three proposals were received:

1. Speck/Isett
2. Simone Collins
3. Urban Research and Development

Costs were assigned as follows using three components:

1. Planning (fixed cost)
2. Add alternate – Traffic Impact Study in PaDOT format (fixed cost)
3. Plan Implementation (hourly cost)

I was more pragmatic with the process as I wanted to expand the identified service scope by incorporating a PaDOT approved traffic study and analysis as a distinct component of the connectivity recommendations.

The costs for each proposal are as follows:

Speck/Isett

Planning	\$168,000
Add alternate – Traffic Impact Study	\$ 50,000
Add alternate – Implementation	not identified

The Traffic Impact Study costs were further identified by intersection. Signalized intersections would cost \$5,500; unsignalized intersections would cost \$4,000. The proposal incorporated nine intersections into the Study cost. Less intersections evaluated would reduce the cost, more would be calculated as noted. **Total cost: \$218,000**

Urban Research and Development Corporation

Planning	\$ 77,750
Add alternate – Traffic Impact Study	\$ 12,300
Add alternate – Implementation	not identified

The proposal does reference meeting attendance. Three meetings are included with an additional cost of \$575 for each subsequent meeting and \$.50/mile. While the traffic component is included, the scope is not identified in a PaDOT format. The transportation is limited. The firm concludes that much information relevant to the project may be obtained from the Bicycle Study presently conducted by Isett and Associates for Lackawanna County. The study includes the City of Scranton. This conclusion does not consider any alteration of city streets or the specific PaDOT requirement for submission.

Total cost: \$90,050

Simone Collins

Planning	\$125,890
Add alternate – Traffic Impact Study	not identified
Add alternate – Implementation	\$ 28,685

The proposal incorporates the traffic component in the Planning segment but only to the extent of the use of the Bicycle Study findings. This study was previously referenced.

Total Cost: \$154,755

As is the case in instances where the scope of work is broad based, several proposals included firms as partners to complement their respective areas of expertise. The resubmission of Barry Isett and Jeff Speck has resulted in a partnership to complete the project. As noted previously, Barry Isett and Associates is presently undertaking the Bicycle Study on behalf of Lackawanna County which will incorporate the City of Scranton. Barry Isett relies principally on in-house expertise. Speck and Associates also uses Nelson/Nygaard as a sub consultant. Simone Collins partners with LaBella Associates, the present City Engineer, and Walker Consultants, the firm of record for the Community Development Properties on-street parking initiative. URDC combines efforts with Peters Design Associates, presently the engineer of record for the Novembrino Park initiative and the Public Safety Building Improvement Project.

All of the submitting firms are qualified. I more thoroughly reviewed the proposal key attributes, especially the fulfillment of each of the specific requirements with a cost comparison of the firms. Because of the potential recommendation for traffic flow adjustments, I heavily weighted the importance of the PennDOT approved analysis as a valued addition to the basic planning component. While the cost is greater, my focus is on the partnership of Isett and Speck. Jeff Speck wrote the book on downtown connectivity. Literally. His 2012 book has served as a guide for downtown connectivity studies. His efforts are well documented and include noteworthy projects throughout the country. He presented his thoughts on downtown connectivity and urban planning recently in Scranton.

Lackawanna and Luzerne Counties have retained Isett, in partnership with Campbell Thomas & Company and Steven Spindler Cartography, to complete a bicycle study for the downtowns of Scranton and Wilkes-Barre. The bicycle study is focusing on the alternative transportation of the cyclist and will identify a safe, efficient, and equitable bicycle network within the cities. The proposed bicycle network will follow federal and state guidelines for bicycle and pedestrian facilities, such as the PennDOT Bicycle Facilities design and the Federal Highway Administration Small Towns and Rural Multimodal Networks. This effort is viewed as highly complementary to the connectivity analysis, especially with regard to the traffic study. Isett will deliver a traffic study in PennDOT approved format, which is a distinct advantage.

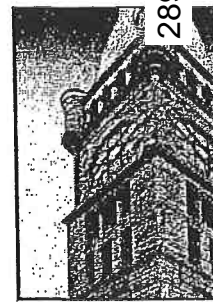
Less tangible although equally important, I believe the national recognition associated with retention of Speck and Associates would add value to the City's efforts.

To offset the costs of the study, the City has \$196,000 in dedicated funds which reside in a Scranton Parking Authority escrow account. The funds were received as a construction escrow at the time of the concession lease of the parking assets. Legislation identifying those funds is included in the attached 2018 legislation. The total amount of the funding source is \$696,000; \$500,000 was received by the City in a Special Cities account in 2018. Any remaining funds needed to offset costs would be paid from the Professional Services budget in the Office of Business Administration.

Although I find no distinct cost advantage in recommending the Speck/Isett partnership, the value associated with the delivery of services by that partnership and the fulfillment of the two most important components provides an advantage to the City. Based on the above rationale, the Office of the Business Administrator recommends the retention of the Speck/Isett to undertake the connectivity study and traffic analysis.

Department of Business Administration

City Hall
340 North Washington Avenue
Scranton, Pennsylvania 18503
Tel: (570) 348-4118
Fax: (570) 348-4225



SCRANTON

September 13, 2019

Mr. David Bulzoni
Municipal Building
340 N. Washington Ave.
Scranton, Penna. 18503

Dear Mr. Bulzoni,

This is to inform you that bids were opened on Friday, September 13, 2019 in Council Chambers for the City Of Scranton Downtown Scranton Connectivity Plan, October 12, 2019-September 30, 2022. I attached copies of the bid submitted by the following companies:

Speck/Isett
Urban Research and Development Corp.
Simone Collins

After your review of these bids, please inform the Law Department of your decision so they may call for a contract or reject the bid. Thank you for your cooperation in this matter.

Sincerely,

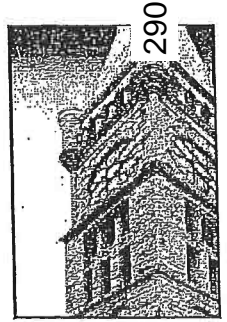
Julie Reed,
Purchasing Clerk

Attachments

Cc: Mrs. Roseann Novembrino, City Controller
Mr. David Bulzoni, Business Administrator
Mrs. Lori Reed, City Clerk
Mrs. Jessica Eskra, City Solicitor
File

Department of Business Administration

City Hall
340 North Washington Avenue
Scranton, Pennsylvania 18503
Tel: (570) 348-4118
Fax: (570) 348-4225



SCRANTON

August 14, 2019



Mr. David Bulzoni
Business Administrator
City of Scranton
Municipal Building
Scranton Pa, 18503

Dear Mr. Bulzoni

This is to inform you that proposals will be opened in City Council Chambers on
Friday, September 13, 2019 at 10:00 AM for the following:

**City of Scranton
Downtown Scranton Connectivity Plan
October 1, 2019—September 30, 2022**

Attached, please find RFP and Specifications.

Thank you for your cooperation in this matter.

Sincerely,

Julie Reed,
Purchasing Clerk

CC: Mayor Wayne Evans
Mr. David Bulzoni, Business Administrator
Mrs. Roseann Novembrino, City Controller
Mrs. Lori Reed, City Clerk
Mrs. Rebecca McMullen, Financial Manager
✓ Mrs. Jessica Eskra, City Solicitor
File

REQUEST FOR PROPOSAL

Separate sealed proposals will be received by the City of Scranton, 340 North Washington Avenue, Scranton, PA 18503 until 10:00 a.m. September 13, 2019, at which time such proposals will be opened in the City Council Chambers
for the following:

CITY OF SCRANTON DOWNTOWN SCRANTON CONNECTIVITY PLAN October 1, 2019 – September 30, 2022

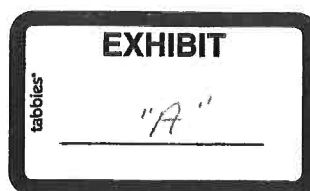
The City of Scranton will award the qualifications proposal to assist with the Project described in the Request for Proposal. All proposals shall be in accordance with the Request for Qualifications Proposal (RFP) specifications which are now available and can be picked up at the Office of the Bureau of Purchasing, 4th Floor, City Hall, 340 North Washington Avenue, Scranton, PA 18503.

Sealed envelopes containing the proposals will be received and identified by "City of Scranton Downtown Scranton Connectivity Plan". The envelopes should be delivered or mailed to the Office of the City Controller, at the address listed above, so as to arrive by the date and time specified above. The City of Scranton will require four (4) copies of this proposal.

If you have any questions, please call David M. Bulzoni, Business Administrator, at (570) 348-4118.

David M. Bulzoni

Business Administrator



1. PURPOSE

The City of Scranton (hereinafter the "City") is a Class 2-A City governed jointly by a mayor and city council. Like many similar cities, Scranton has been witnessing new investment and growth in its downtown core, particularly as millennials and empty-nesters opt into more urban, walkable lifestyles. Experience in other cities suggests that this investment and its positive outcomes will increase as the downtown becomes more accessible and appealing to people walking and biking, and better connected to other activity centers by means other than just driving.

All services must and recommendations must consider all federal, state, and local statutes, rules, regulations, ordinances, orders, and codes (including but not limited to the rules, orders, directives, and regulations promulgated by requisite federal and state agencies).

The downtown section of the City of Scranton shall be delineated for this proposal as the street boundaries of Lackawanna Avenue and Mulberry Street, and Jefferson Avenue and Mifflin Avenue, notwithstanding the inclusion, as noted below of the Iron District (upper Cedar Avenue Corridor to the vicinity of River Street), and the South Scranton Sports Complex (in the vicinity of Broadway and South Washington Avenue). For purposes of connectivity to the downtown, the peripheral areas of North 7th Avenue in the vicinity of Lackawanna Avenue, Linden Street, and Olive Street as well as Vine Street from Mifflin Avenue to Jefferson Avenue will also be included.

2. SCOPE OF SERVICES

The successful respondent shall be required to provide the full range of solutions for City officials to contemplate. With the goal of jump-starting these outcomes, the City of Scranton is requesting team qualifications for the completion of a Downtown Connectivity Plan. Such a plan is likely to include recommendations surrounding the following issues:

- Changes to the existing street network, including reconsideration of one-way streets;
- Changes to the number and width of lanes on certain streets;
- Changes to the provision and design of turn lanes;
- Changes to the signalization regimes at downtown intersections;
- Introduction of better and more inviting bicycle facilities;
- Changes to on-street parking provision;
- Changes to off-street parking provision and strategy;
- Changes to parking pricing, policy, and management;
- Strategies for connecting key activity centers with multi-modal transport;
- Improvements in traffic signage in the Downtown section and those sections identified below;
- Identification of key redevelopment parcels and strategies for their prioritization; and
- Identification of other City policies for encouraging downtown growth.
- Incorporating the Iron District into the City of Scranton Downtown section;

- Creating connectivity to the University of Scranton Sports Complex in the South Scranton section.
- Creating connectivity to the peripheral sections identified in Section 1.

QUALIFICATIONS

In addition to the ability to perform the above, all respondents shall meet the following minimum requirements:

- A. Is authorized to do business in the Commonwealth of Pennsylvania;
- B. Has the capability to provide the full scope of services described herein.
- C. Has experience in the scope of planning recommendations noted in the scope of services in municipal jurisdictions similar to the City of Scranton.
- D. Has the ability to partner with other firms/organizations as needed to meet the desired results of the City of Scranton.

3. SUBMISSION OF PROPOSALS

All Proposals must be sealed and received to the City of Scranton, Office of the City Controller (via mail, courier service such as Fed Ex or UPS, or hand-delivery only) no later than **10:00 AM on September 13, 2019** at the following address:

City of Scranton
Office of the City Controller
2nd Floor City Hall
340 North Washington Avenue
Scranton, Pennsylvania 18503

ATTN: Roseann Novembrino, City Controller

The sealed envelope must be marked **"City of Scranton Downtown Scranton Connectivity Plan"**.

4. PROPOSAL REQUIREMENTS

A. General - Proposals shall be submitted on the company letterhead and signed by the owner or executive officer of the firm. Interested firms should have at least five (5) years' experience.

B. Executive Summary - Provide a brief non-technical overview of the Respondent's business including the range of services offered. Respondents should demonstrate how and why their

services meet the City's needs and qualification requirements.

C. Company Profile - Provide a history of the business and resumes of key staff to be involved in all aspects of municipal planning and evaluation. This shall include both the firm's history providing such services for cities and other public entities of similar size and circumstance.

D. Service Costs - The response will include a fixed cost proposal. In addition to the cost assigned to the Planning component, the City requests, as an add alternate, a fixed cost associated with a transportation study, which will be received in approved PennDOT format and will be engineer certified. Add alternate number two will be a hourly cost associated with assistance in executing the provisions of the Proposal.

E. Contract Term – The City of Scranton reserves the right to extend the contract with the named firm(s) for a period of one year following the expiration of the original contract date noted above.

F. Insurance- Respondents shall possess the following insurance coverages:

The proposer shall assume the defense of and indemnity and hold harmless the City of Scranton, its officers, agents, and employees from and against any and all claims, demands, actions, suits, and proceedings by others and against all liability, both negligent and non-negligent, arising directly out of the actions of the firm/proposer in their performance of this contract. By submitting a Proposal, the proposer agrees that it now carries or will carry throughout the term of any Contract generated as a result of this Request for Qualifications, at a minimum, the following types and amounts of insurance:

Workers' Compensation	Statutory
Employer's Liability	\$500,000
Professional Liability	\$1,000,000 each occurrence \$1,000,000 aggregate
Comprehensive General Liability (including Blanket Contractual Liability Insurance)	
Bodily Injury	\$1,000,000 each person \$1,000,000 each occurrence \$1,000,000 aggregate
Property Damage	\$500,000 each occurrence
Personal Injury	\$500,000
Comprehensive Automobile Liability	
Bodily Injury	\$300,000 each person \$500,000 each occurrence
Property Damage	\$500,000 each occurrence

Additional certificates of Insurance shall be furnished to the City of Scranton upon request.

5. PROPOSAL REVIEW

- A. All proposals will be reviewed by the City Business Administrator and City Planner with approval recommendations made to the Mayor and City Council.

6. GENERAL CONDITIONS

A.No verbal information to bidders will be binding on the City. The written requirements will be considered clear and complete, unless written attention is called to any apparent discrepancies or incompleteness before the opening of the proposals. All alterations to the Request for Proposal will be made in the form of a written communication emailed to all prospective proposers. The communications shall then be considered to be part of the Request for Proposal.

B.Submission of a proposal will be considered as conclusive evidence of the proposer's complete examination and understanding of the request.

C.The City of Scranton reserves the right to reject any and all proposals submitted and to request additional information from any Proposer. The City of Scranton reserves the right to waive minor irregularities in the procedures or proposals if it is deemed in the best interests of the City of Scranton. The City may elect, at its sole and absolute discretion, to award a Contract based on the initial proposals with pricing clarification, or, to open negotiations, either written or oral, with one or more proposers to address performance, technical, pricing, delivery, or other provisions. If negotiations are opened, the City may elect, at its sole and absolute discretion, to conclude negotiations at any time if it is determined to be in its best interest, or they will be closed upon settlement of all questions and clarifications. Proposals may be rejected and negotiations terminated by the City. The award will be based on the offers submitted, as well as any and all negotiations conducted. The City further reserves the right to reject all proposals and seek new proposals when such procedure is considered to be in the best interest of the City.

D.The award will be made to that responsive and responsible proposer whose proposal, conforming to requirements of the request, will be most advantageous to the City, price and other factors considered. The award may or may not be made to the firm with the lowest negotiated cost.

E. The City shall have the right, without invalidating the contract, to make additions to or deductions from the items or work covered by the Request for Proposal. In case such deductions or additions are made, an equitable price adjustment shall be made between the City and the Proposer. Any such adjustments in price shall be made in writing.

F. After notice from the City, the selected proposer will be required to enter into a contract upon receipt of a Notice of Award. If a contract is not executed by the selected proposer, then the City reserves the right to retract the Notice of Award and enter into a contract with another proposer.

G.Proposals must be in typewritten form. Unsigned proposals will not be accepted. Proposers are expected to examine the content of the request and respond accordingly. Failure to do so will be at the Proposer's risk.

H.No proposal will be accepted from or contract awarded to any person, firm or corporation that is in arrears to the City in the payment of any fees or is in default to the City upon any contract, or that is a defaulter, as surety or otherwise, upon any obligation to the City or who had failed to faithfully perform any previous contract with the City.

I. Unless otherwise specified, all formal proposals submitted shall be binding for ninety (90) calendar days following the bid opening date and may be extended at the agreement of both parties.

J. AUTHORITY

The Business Administrator, as the designee of the Mayor, has the sole responsibility to respond to inquiries regarding the Request for Proposal.

K. COMPLIANCE WITH LAWS

The firm selected shall at all times observe and comply with all laws, ordinances, regulations and codes of the federal, state, City and other local government agencies, which may in any manner affect the performance of the contract. If applicable, the firm selected shall also maintain any licenses issued by the City and/or its third party, including, but not limited to licenses to perform electrical, plumbing, HVAC, construction, etc. and be in good standing with all City departments and its affiliates. Failure to maintain required licenses and be in good standing may result in bid disqualification and/or voiding of any contract that may result therefrom.

L. CONTRACTOR COMPLIANCE

If applicable, each respondent is required to be in compliance with the City of Scranton local tax requirements. Failure to be in compliance with City of Scranton local tax requirements may result in bid disqualification and/or voiding of any contract that may result therefrom.

M. CONTRACT TERMINATION

A contract may be canceled by the City by giving the respondent written notice of intent to cancel.

N. CONTROLLING LAW

This Request for Proposal is governed by, and will be construed and enforced in accordance with the laws of the Commonwealth of Pennsylvania without regard to any conflict of law provisions.

P. BIDDER'S ETHICS AND COLLUSION

Collusive Bidding: Any firm that submits more than one proposal in such a manner as to make it appear that one of the proposals submitted is competitive with that of a different proposer, or any two or more firms that agree to fix their respective proposals in such a manner as to be awarded the contract shall be disqualified from further consideration of award of this contract and shall be subject to any applicable penalties under the law.

Bribery: Any firm that attempts to influence a City official to award this contract to such proposer's firm by promising to provide or by providing to such City official any gratuity, entertainment, commission or any other gift, in exchange for a promise to award the contract to such firm shall be disqualified from further consideration of award of this contract and shall be subject to any applicable penalties under the law.

Conflict of Interest: Any firm that knows of any City official having a material direct or indirect financial interest in such proposer's firm shall be required to submit a written statement, along with the Form of Proposal, detailing such interest. Failure to disclose a known such financial interest shall result in the firm's disqualification from further consideration of award of this

contract.

Q. INDEMNIFICATION

1. This agreement shall be binding on the parties hereto, their heirs, successors and assigns.

R. OPEN RECORDS LAW/PUBLIC INFORMATION

Under the Pennsylvania Right-to-Know Law (the "Law"), 65 P. S. Section 67.101 et. seq., a record in the possession of the City is presumed to be a public record subject to disclosure to any legal resident of the United States, upon request, unless protected by a statutory exception.

Any contract dealing with the receipt or disbursement of funds by the City or the City's acquisition, use or disposal of services, supplies, materials, equipment or property is subject to disclosure under the Law. The following are not subject to disclosure under an exception in the Law:

1. A proposal pertaining to the City's procurement or disposal of supplies, services or construction prior to the award of a contract or prior to the opening and rejection of all bids; and
2. Financial information of a bidder or proposer requested in an invitation to bid or request for proposals to demonstrate the bidder's or proposers economic capability.

S. TRANSFERS AND ASSIGNMENTS

1. Consultant shall not, without written consent of the City, assign, hypothecate or mortgage this agreement. Any attempted assignment, hypothecation or mortgage without the consent of the City shall render this agreement null and void.
2. Neither this agreement nor any interest therein shall be transferable in proceedings in attachment or execution against bidder or in voluntary or involuntary proceedings in bankruptcy or insolvency or receivership taken by or against the respondent, or by any process of law including proceedings under Chapter X and XI of the Bankruptcy Act.

ATTACHMENTS DATA SUBMISSION DOCUMENTS

Attachment A. Affirmative Action Certification

During the term of this contract, Bidder agrees as follows:

- (1) Bidder shall not discriminate against any employee, applicant for employment, independent contractor or any other person because of race, color, religious creed, ancestry, national origin, age, sex or handicap. Bidder shall take affirmative action to insure that applicants are employed, and that employees or agents are treated during employment, without regard to their race, color, religious creed, ancestry, national origin, age, sex or handicap. Such affirmative action shall include, but is not limited to the following: employment, upgrading, demotion or transfer; recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training. Bidder shall post in conspicuous places, available to employees, agents, applicants for employment, and other persons, a notice to be provided by the contracting agency setting forth the provision of this affirmative action certification.
- (2) Bidder shall, in advertisements or requests for employment placed by it or on its behalf, state all qualified applicants will received consideration for employment without regard to race, color, religious creed, ancestry, national origin, age, sex or handicap.
- (3) Bidder shall send each labor union or workers' representative with which it has a collective bargaining agreement to other contract or understanding, a notice advising said labor union or worker's representative of its commitment to this affirmative action certification. Similar notice shall be sent to every other source of recruitment regularly utilized by bidder.
- (4) It shall be no defense to a finding of noncompliance with this affirmative action certification that bidder has delegated some of its employment practices to any union, training program, or other source of recruitment which prevents it from meeting its obligations. However, if the evidence indicates that the bidder was not on notice of the third-party discrimination or made a good faith effort to correct it; such a factor shall be considered in mitigation in determining appropriate sanctions.
- (5) Where the practices of a union or of any training program or other source of recruitment will result in the exclusion of minority group persons, so bidder will be unable to meet its obligations under this affirmative action certification, bidder shall then employ and fill vacancies through other affirmative action employment procedures.
- (6) Bidder shall comply with all state and federal laws prohibiting discrimination in hiring or employment opportunities. In the event of bidder's noncompliance with

affirmative action certification of this contract or with any such laws, this contract may be terminated or suspended, in whole or in part, and bidder may be declared temporarily ineligible for further City of Scranton contracts, and other sanctions may be imposed and remedies invoked.

- (7) Bidder shall furnish all necessary employment documents and records to, and permit access to its books, records, and accounts by, the City of Scranton Department of Business Administration, for purposes of investigation to ascertain Compliance with the provision of this certification. If bidder does not possess
- (8) documents or records reflecting the necessary information requested, it shall furnish such information on reporting forms supplied by the City of Scranton Department of Business Administration.
- (9) Bidder shall actively recruit minority subcontractors or subcontractors with substantial minority representation among their employees.
- (10) Bidder shall include the provisions of this affirmative action certification in every subcontract, so that such provisions will be binding upon each subcontractor.
- (11) Bidder's obligations under this clause are limited to the bidder's facilities within Pennsylvania, or where the contract is for purchase of goods manufactured outside of Pennsylvania, the facilities at which such goods are actually produced.

DATE:

NAME OF PROPOSER: _____

BY: _____

TITLE: _____

Attachment B. Certificate of Non-Segregated Facilities

The bidder certifies that he does not maintain or provide for his employees and segregated facilities at any of his establishments, and that he does not permit his employees to perform their services at any location under his control where segregated facilities are maintained. The Bidder certifies further that he will not maintain or provide for his employees any segregated facilities at any of his establishments, and that he does not permit his employees to perform their services at any location under his control where segregated facilities are maintained. The Bidder agrees that a breach of this certification will be a violation of the Equal opportunity clause in any contract resulting from acceptance of his bid. As used in this certification, the term "segregated Facilities," means any waiting rooms, work areas, restrooms and washrooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing directive or are in fact segregated on the basis of race, color, religion, or national origin, because of habit, local custom, or otherwise. The Bidder agrees that (except where he has obtained identical certifications from proposal sub-contractors for specific time periods) he will obtain identical certifications from proposed sub-contractors prior to the award of sub-contracts exceeding \$10,000 which are not exempt from the provisions of the Equal Opportunity clause, and that he will retain such certification in his files.

NOTE: The penalty for making false statements in offers is prescribed in 18 U.S.C. §1001

DATE:

NAME OF PROPOSER:

BY: _____

TITLE: _____

Attachment C.
Non-Collusion Affidavit of Prime Bidder

STATE OF _____

COUNTY OF _____

_____, being first duly sworn, deposes and says that:

1. He is _____

(Owner, partner, officer, representative or agent)

of _____, the Bidder that has submitted the bid;

2. He is fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such Bid;
3. Such Bid is genuine and is not a collusive or sham Bid;
4. Neither the said Bidder nor any of its officers, partners, owners, agents, Representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other Bidder, firm or person to submit a collusive or sham Bid in connection with the Contract for which the attached Bid has been submitted or to refrain from bidding in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, or to Bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the City of Scranton (Local Public Agency) or any person interested in the proposed Contract; and;
5. The price or prices quoted in the attached Bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the bidder or any of its agents, representatives, owners, employees or parties in interest, including this affiant.

Non-Collusion Affidavit
Signature Page

Signed _____

(TITLE)

SUBSCRIBED AND SWORN TO BEFORE ME

THIS _____ DAY OF _____
_____, 20 _____

(TITLE)

MY COMMISSION EXPIRES _____
_____, 20 _____

Attachment D. Disclosures by Firm or Contractor

1. Included in the proposal shall be a provision for the names and titles of all individuals providing professional services to the City of Scranton. After each name, please provide the responsibilities of that person with regard to the professional services provided to the City of Scranton.
 - List the names of any of the above individuals who are current or former officials or employees of the City of Scranton, their position, and dates of employment or public service.
2. Within the past five years, has the firm or contractor made a political contribution to any municipal official or candidate for municipal office in the City of Scranton or to the political party or political committee for whom the solicitation was made.
3. Does the firm or contractor have a direct financial, commercial, or business relationships with any municipal official or employee of the City of Scranton. With regard to every municipal official for which the answer is yes, identify that individual and provide a summary description of that relationship.
4. Within the past five years, has the firm or contractor conferred any gift of more than nominal value to any municipal official or employee of the City of Scranton within their capacity as a municipal official or employee of the City? A gift includes money, services, loans, travel, and entertainment, at value or discounted value.
5. Regarding the provision of professional services to the City of Scranton, are you aware of any conflicts of interest, whether apparent, potential, or actual, with respect to any officer, director, or employee of the firm or contractor and officials or employees of the City of Scranton. If yes, please provide a summary written explanation of the circumstances which you believe provide a basis to conclude that an apparent, potential, or actual conflict of interest may exist.
6. Omission of any responses required in questions one through five may result in the disqualification of the proposal.

VERIFICATION

I, _____, _____, hereby state that I am (title) _____ for,
and am authorized to make this verification.

Signature: _____

THIS PROPOSAL, WHICH INCLUDES ATTACHMENTS A, B, C AND D
MUST BE RECEIVED IN THE
OFFICE OF THE CITY CONTROLLER IN A SEALED ENVELOPE NO LATER THAN
10:00 a.m. September 13, 2019

TO THE ATTENTION OF:

Roseann Novembrino

City Controller

City of Scranton

340 North Washington Avenue

2nd Floor

Scranton, PA 18504

NAME OF FIRM: _____

CONTACT PERSON: _____

STREET ADDRESS: _____

CITY/STATE/ZIP: _____

TELEPHONE NUMBER: _____

FAX NUMBER: _____

EMAIL ADDRESS: _____

FILE OF THE COUNCIL NO. 37

2016

AN ORDINANCE

AUTHORIZING THE MAYOR AND OTHER APPROPRIATE CITY OFFICIALS TO EXECUTE AND ENTER INTO CONCESSION ARRANGEMENTS WITH COMMUNITY DEVELOPMENT PROPERTIES, SCRANTON, INC. (THE "CONCESSIONAIRE") WITH RESPECT TO METERED PARKING IN THE CITY OF SCRANTON (THE "CITY") AND THE GARAGES OWNED BY THE PARKING AUTHORITY OF THE CITY OF SCRANTON, PENNSYLVANIA (THE "AUTHORITY") PURSUANT TO THE SCRANTON METERED PARKING SYSTEM CONCESSION AND SERVICES AGREEMENT (THE "METERED SYSTEM CONCESSION AGREEMENT") AND SCRANTON PARKING FACILITIES SYSTEM CONCESSION AND LEASE AGREEMENT (THE "FACILITIES CONCESSION AGREEMENT"), AND TO AUTHORIZE CERTAIN ACTIONS AND ANCILLARY AGREEMENTS CONTEMPLATED BY THE METERED SYSTEM CONCESSION AGREEMENT AND THE FACILITIES CONCESSION AGREEMENT.

WHEREAS, the City acknowledges that administering, supervising and enforcing an efficient system of on-street parking regulations and providing sufficient off-street parking facilities are governmental functions necessary for the health, safety and general welfare of the public; and

WHEREAS, the Authority owns or leases and operates certain off-street parking facilities in the City (collectively, the "*Parking Facilities System*"); and

WHEREAS, the City has established a system of parking meters located on certain public streets and rights-of-way located within the City and on the surface parking lot located at 100 Spruce Street, Scranton, PA 18503 (the "*Metered Parking System*"), together with regulations relating to the operation and enforcement thereof; and

WHEREAS, pursuant to Chapter 439 of the Code of the City of Scranton, the Pennsylvania Motor Vehicle Code, 75 Pa. C.S.A. §6109(f), and the Parking Authority Law, 53 Pa. C.S.A. §5505(d)(21), the Authority has been delegated authority to manage the Metered Parking System, including the enforcement and administration of the Ordinances and regulations adopted by the City with respect thereto; and

CERTIFIED COPY

La Real City Clerk

Introduced in Council on above date and referred to Committee on June 16, 2016

RULES

La Real

City Clerk

Scranton, PA June 30, 2016
Committee on Rules reports favorably on the
within ordinance

John A. Allen
Chairman

SIXTH ORDER:
June 23, 2016

WHEREAS, the City and Authority cooperated in issuing a Request for Proposals ("RFP") to solicit proposals to pre-qualified proposers (the "Proposers") to enter into the Metered System Concession Agreement and the Facilities Concession Agreement, pursuant to which the Authority and City received a proposal from, *inter alia*, the Concessionaire; and

WHEREAS, all other Proposers except for the Concessionaire voluntarily withdrew from the RFP process; and

WHEREAS, the Authority and City have negotiated favorable terms with the Concessionaire with respect to the Metered System Concession Agreement and Facilities Concession Agreement; and

WHEREAS, City Council has reviewed the Metered System Concession Agreement and Facilities Concession Agreement, copies of which are attached hereto as Exhibit "A" and Exhibit "B," respectively; and

WHEREAS, the Authority has adopted a resolution, contingent upon the action contemplated hereunder, authorizing the execution, delivery and performance of the Facilities Concession Agreement and the Metered System Concession Agreement; and

WHEREAS, under the Facilities Concession Agreement, in exchange for the payment of substantial up-front consideration, the Authority will lease to the Concessionaire for a period of up to 45 years the Parking Facilities System, and the Concessionaire will provide certain parking facilities services (the "*Parking Facilities Services*") to the operation, maintenance, repair and rehabilitation of the Parking Facilities System and to undertake certain capital improvements to the Parking Facilities System and for such services, will be paid from proceeds derived from the Parking Facilities System; and

WHEREAS, because title to the Parking Facilities System would revert to the City in the event of the dissolution or termination of the Authority, the City must be a party to the Facilities Concession Agreement; and

WHEREAS, under the Metered System Concession Agreement, in exchange for the payment of substantial up-front consideration, the Concessionaire will be engaged to provide certain services (the "*Metered Parking Services*") relating to the operation, administration, enforcement, management, maintenance, rehabilitation and improvement of the Metered Parking System, and for such services, the Concessionaire will be paid from the proceeds derived from the Metered Parking System; and

WHEREAS, certain of the citation revenue to be generated from Metered Parking Services will be deposited and distributed in accordance with Metered Parking Citation Revenues Custody Agreement (the "*Custody Agreement*") among the Authority, the City, the Concessionaire and a fiduciary (the "*Fiduciary*"); and

WHEREAS, the City has determined that the terms and conditions of the Facilities Concession Agreement assure that the Parking Facilities System remains publicly-owned property and that the Parking Facilities System will continue to be operated, and that the Parking Facilities Services will be provided, in a manner that lessens the burdens of government, benefits the public and fulfills the public purposes of the Parking Facilities System, and that such public benefits and public purposes will be preserved by, among others (1) requirements that the Parking Facilities System be maintained and the Parking Facilities Services be performed, in accordance with certain prescribed operating standards; (2) requirements for the preservation of a required percentage of spaces for transient parking; and (3) reservation by the Authority and City of certain reserved powers (as detailed in the Facilities Concession Agreement); and

WHEREAS, the City has determined that the terms and conditions of the Metered System Concession Agreement will assure that the Metered Parking System will continue to be operated, and the Metered Parking Services will be provided, in a manner that lessens the burden of government, benefits the public and fulfills the public purposes of the Metered Parking System, and that such public benefits and public purposes will be preserved by, among others, (1) requirements that the Metered Parking System be maintained, and the Metered Parking Services be performed, in accordance with prescribed operating standards; and (2) reservation by the Authority and City of certain reserved powers, including the City's powers to approve changes to the schedule of metered parking rates as provided in the Metered System Concession Agreement; and

WHEREAS, the City has further determined that the transactions contemplated by the Facilities Concession Agreement and the Metered System Concession Agreement (collectively, the "*Transaction*") will provide for predictability, stability, and certainty in the management and operation of the Parking Facilities System and Metered Parking System and also secure for the City the benefits contemplated by the Transaction, including the payment of the upfront consideration and the lessening of burdens of government; and

WHEREAS, it has been determined that the Transaction is in the best interest of the City.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SCRANTON that

SECTION 1. City Council hereby approves the Transaction and authorizes the Mayor and other appropriate City officials to enter into, execute and deliver the following documents, together with related ancillary documents as are, in the opinion of the City Solicitor, necessary and proper to consummate the Transaction (collectively, the "*Transaction Documents*").

(a) the Facilities Concession Agreement by and among the City, the Authority and Concessionaire, in a form substantially similar to the form attached hereto as Exhibit "A";

(b) the Metered System Concession Agreement by and among the City, the Authority and Concessionaire, in a form substantially similar to the form attached hereto as Exhibit "B";
and

(c) the Metered Parking Citation Revenues Custody Agreement among the Authority, the City, Concessionaire, and the Fiduciary, in a form substantially similar to the form attached to the Metered System Concession Agreement.

SECTION 2. The City is hereby authorized to perform all of its obligations under the Transaction Documents and the Mayor and other appropriate City officials are hereby further authorized to execute and deliver or cause to be executed and delivered all such further modifications, amendments, agreements, and/or undertakings, and to incur and pay all such fees and expenses, all on behalf of the City, as in the Mayor's judgment shall be necessary, appropriate, or desirable to carry into effect the purpose and intent of this Ordinance, and to take any and all other actions which the Mayor deems necessary or advisable to carry out the foregoing Ordinance and the transactions contemplated thereby.

SECTION 3. The execution by the Mayor and other appropriate City officials of any of the documents contemplated by the foregoing Ordinance or the performance by the Mayor and other appropriate City officials of any actions in connection with the foregoing matters shall conclusively establish the Mayor's authority therefor from City Council and the approval and ratification by City Council of the documents so executed and the actions so taken.

SECTION 4. All actions previously taken by the City in connection with the matters set forth in this Ordinance, which actions would have been authorized by the foregoing Ordinance, be and they hereby are, authorized, approved and ratified and confirmed as being the actions of the City.

SECTION 5. If any section, clause, provision or portion of this Ordinance shall be held invalid or unconstitutional by any Court of competent jurisdiction such decision shall not affect any other section, clause, provision or portion of this Ordinance so long as it remains legally enforceable minus the invalid portion. The City reserves the right to amend this Ordinance or any portion thereof from time to time as it shall deem advisable in the best interest of the promotion of the purposes and intent of this Ordinance, and the effective administration thereof.

SECTION 6. This Ordinance shall become effective immediately upon approval.

SECTION 7. This Ordinance is enacted by the Council of the City of Scranton under the authority of the Act of Legislature, April 13, 1972, Act No. 62, known as the "Home Rule Charter and Optional Plans Law" and any other applicable law arising under the laws of the State of Pennsylvania.

Passed by the Council
June 30, 2016
 Receiving the Affirmative votes of Council Persons
Perry, Rogan, Evans, Gaughan, Wechsler
 Negative NONE
Joseph M. Hester
 President

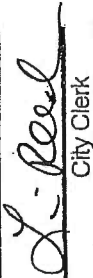
Approved 7-1-16
W. J. [Signature] Mayor
L. C. Reel City Clerk
 Certified Copy

FILE OF THE COUNCIL NO. 23

2018

AS AMENDED
AN ORDINANCEintroduced in Council on above date and
referred to Committee on June 11, 2018

Rules


City Clerk

AMENDING FILE OF THE COUNCIL NO. 37 OF 2016, AN ORDINANCE "AUTHORIZING THE MAYOR AND OTHER APPROPRIATE CITY OFFICIALS TO EXECUTE AND ENTER INTO CONCESSION ARRANGEMENTS WITH COMMUNITY DEVELOPMENT PROPERTIES, SCRANTON, INC. (THE "CONCESSIONAIRE") WITH RESPECT TO METERED PARKING IN THE CITY OF SCRANTON (THE "CITY") AND THE GARAGES OWNED BY THE PARKING AUTHORITY OF THE CITY OF SCRANTON, PENNSYLVANIA (THE "AUTHORITY") PURSUANT TO THE SCRANTON METERED PARKING SYSTEM CONCESSION AND SERVICES AGREEMENT (THE "METERED SYSTEM CONCESSION AGREEMENT") AND SCRANTON PARKING FACILITIES SYSTEM CONCESSION AND LEASE AGREEMENT (THE "FACILITIES CONCESSION AGREEMENT"), AND TO AUTHORIZE CERTAIN ACTIONS AND ANCILLARY AGREEMENTS CONTEMPLATED BY THE METERED SYSTEM CONCESSION AGREEMENT AND THE FACILITIES CONCESSION AGREEMENT" TO AUTHORIZE THE MAYOR AND OTHER APPROPRIATE CITY OFFICIALS TO EXECUTE AND ENTER INTO THE SECOND AMENDMENT TO CONCESSION AND LEASE AGREEMENT.

WHEREAS, the City acknowledges that administering, supervising, and enforcing an efficient system of on-street parking regulations and providing sufficient off-street parking facilities are governmental functions necessary for the health, safety, and general welfare of the public; and

WHEREAS, by File of the Council No. 37 of 2016, the City entered into Concession Arrangements with Community Development Properties, Scranton, Inc., with respect to Metered Parking in the City of Scranton and the Garages owned by the Parking Authority of the City of Scranton, Pennsylvania pursuant to the Scranton Metered Parking System Concession and Services Agreement and Scranton Parking Facilities System Concession and Lease Agreement; and

WHEREAS, as a part of those Concession and Lease Agreements, Four Million (\$4,000,000) Dollars was placed into escrow for capital improvements to the Parking Systems; and

WHEREAS, the Parties to the Concession and Lease Agreements desire to amend certain provisions of Article 4 of the Concession and Lease Agreement regarding:

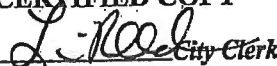
- (a) The responsibility for funding the cost of Required Capital Improvements,
- (b) The amendment to, and release of monies from and under, the Required Capital Improvements Escrow Agreement, and

Scranton, PA June 25, 2018
Committee on Rules reports favorably on the
within ordinance

Chairman

SIXTH ORDER:
June 18, 2018

CERTIFIED COPY


City Clerk

- (c) Certain matters relating to the Multimodal Grant and the completion of the Required Capital Improvements, as well as expediting certain other capital improvements to the Parking Facilities System and the Metered System.

A copy of the Second Amendment to Concession and Lease Agreement is attached hereto as Exhibit "A," and

WHEREAS, upon execution of the Second Amendment to the Concession and Lease Agreement, escrowed funds shall be dispersed as follows:

- (a) \$696,000 to the City of Scranton immediately;
- (b) Up to \$1,500,000 on an as needed basis for the required match for the Multimodal Grant, and thereafter for such other capital improvements;
- (c) Up to \$1,804,000 for the acquisition of an updated on-street metered parking system;

The foregoing disbursements shall be subject to the remaining terms and conditions set forth in the Second Amendment to Concession and Lease Agreement; and

WHEREAS, this transaction withstanding, Concessionaire's obligations contained in Article 4 of the original Concession Arrangements shall remain in full force and effect for future capital improvements; and

WHEREAS, it has been determined that the Transaction is in the best interest of the City.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SCRANTON that

SECTION 1. City Council hereby approves the Transaction and authorizes the Mayor and other appropriate City officials to enter into, execute and deliver the following Second Amendment to Concession and Lease Agreement, in a form substantially similar to the form attached hereto as Exhibit "A."

SECTION 2. The City is hereby authorized to perform all of its obligations under the Second Amendment to Concession and Lease Agreement, and the Mayor and other appropriate City officials are hereby further authorized to execute and deliver or cause to be executed and delivered all such further modifications, amendments, agreements, and/or undertakings, and to incur and pay all such fees and expenses, all on behalf of the City, as in the Mayor's judgment shall be necessary, appropriate, or desirable to carry into effect the purpose and intent of this

Ordinance, and to take any and all other actions which the Mayor deems necessary or advisable to carry out the foregoing Ordinance and the transaction contemplated thereby.

SECTION 3. The execution by the Mayor and other appropriate City officials of the document contemplated by the foregoing Ordinance or the performance by the Mayor and other appropriate City officials of any actions in connection with the foregoing matters shall conclusively establish the Mayor's authority therefor from City Council and the approval and ratification by City Council of the documents so executed and the actions so taken.

SECTION 4. All actions previously taken by the City in connection with the matters set forth in this Ordinance, which actions would have been authorized by the foregoing Ordinance, be and they hereby are, authorized, approved and ratified and confirmed as being the actions of the City.

SECTION 5. If any section, clause, provision or portion of this Ordinance shall be held invalid or unconstitutional by any Court of competent jurisdiction such decision shall not affect any other section, clause, provision or portion of this Ordinance so long as it remains legally enforceable minus the invalid portion. The City reserves the right to amend this Ordinance or any portion thereof from time to time as it shall deem advisable in the best interest of the promotion of the purposes and intent of this Ordinance, and the effective administration thereof.

SECTION 6. This Ordinance shall become effective immediately upon approval.

SECTION 7. This Ordinance is enacted by the Council of the City of Scranton under the authority of the Act of Legislature, April 13, 1972, Act No. 62, known as the "Home Rule Charter and Optional Plans Law" and any other applicable law arising under the laws of the State of Pennsylvania.

Passed by the Council

June 25, 2018

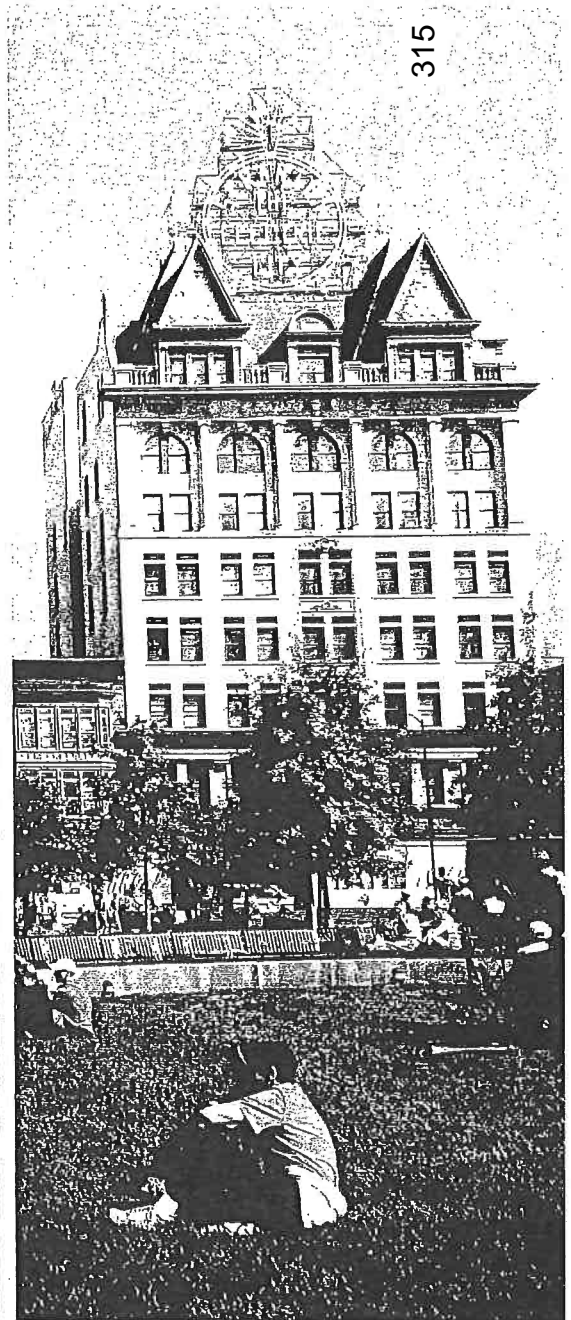
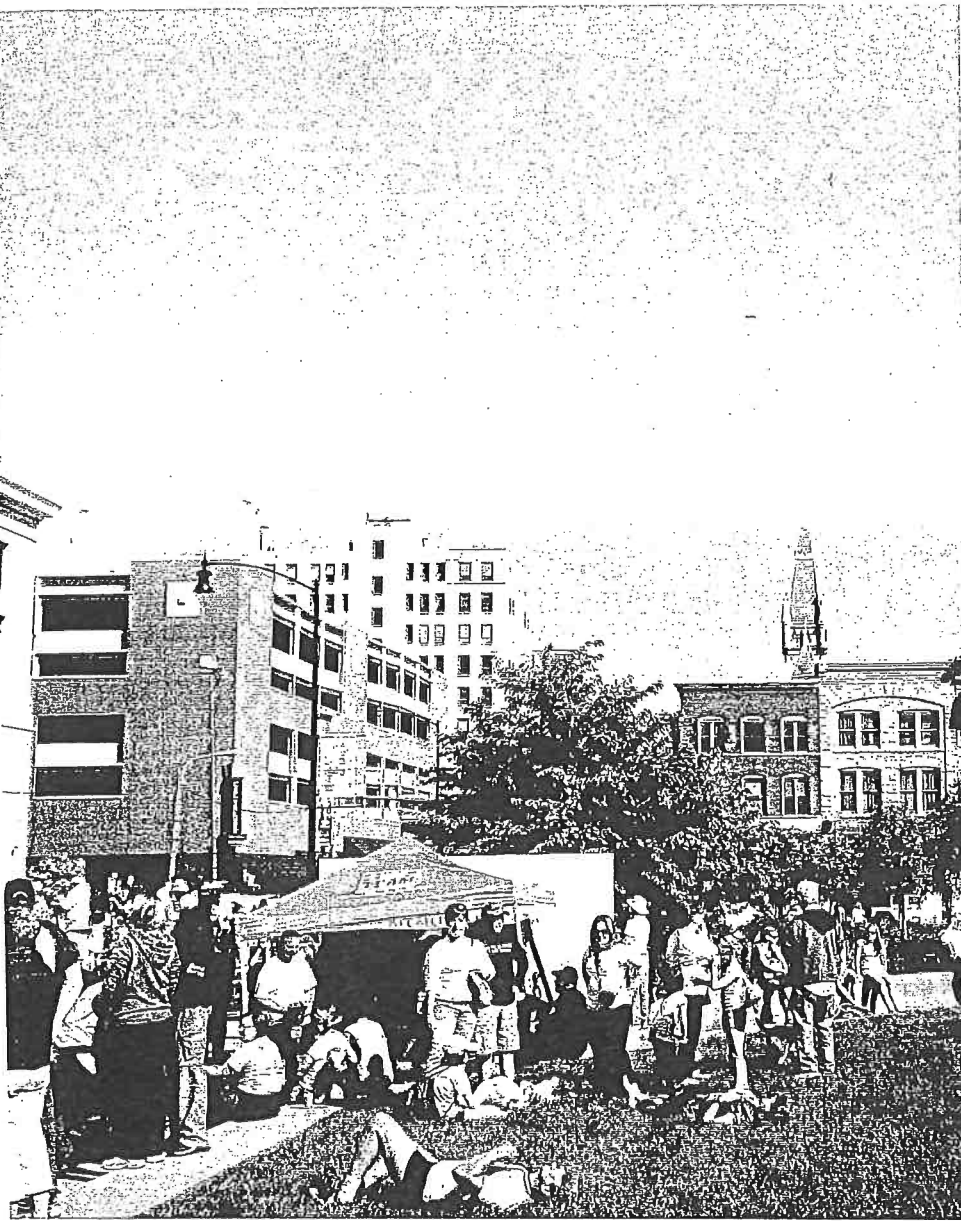
Receiving the Affirmative votes of Council Persons

Perry, Donahue, Gaughan, Rogan

Negative NONE Absent-Evans

[Signature] President

Approved [Signature]
[Signature] Mayor
[Signature] City Clerk
 Certified Copy



CITY OF SCRANTON

Downtown Scranton Connectivity Plan

EXHIBIT

tabbies

"B"

SPECK & ASSOCIATES LLC

CITY OF SCRANTON

Downtown Scranton Connectivity Plan

SPECK & ASSOCIATES LLC

Submitted by:

Jeff Speck, Principal
Speck & Associates LLC
1561 Beacon Street #3
Brookline, MA 02446
202-246-0140
jeff@jtspeck.com

In association with:

Nelson\Nygaard consulting Associates, Inc.
Barry Isett & Associates, Inc.



NORTH
RANTON

Scranton

The University
of Scranton

1307

Oriskany Ave

Central Scranton Ex

EAST

SPECK & ASSOCIATES LLC

September 13, 2019

City of Scranton
Office of the City Controller
2nd Floor City Hall
340 North Washington Avenue
Scranton, PA 18503

RE: Downtown Scranton Connectivity Plan

Dear Mayor Courtright, City Council members, Mr. King, and Mr. Bulzoni:

On behalf of Speck & Associates, I am pleased to submit this statement of qualifications to complete the Downtown Scranton Connectivity Plan. We are excited about the possibility of working with the City on this important project, and we are committed to its success.

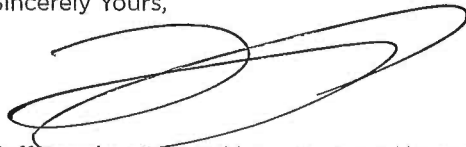
Since September of 2017, I have been in contact with members of your community regarding the revitalization of your downtown. These conversations culminated this winter, with my visit and well-attended lecture on December 12. It was clear to me from that experience that Scranton is poised to take its downtown to the next level and that a plan of this nature is the right vehicle to get it there.

In order to best serve the City, I have engaged my frequent collaborator, Nelson\Nygaard Consulting Associates, Inc., to join me in this effort. Since 2009, our firms have teamed up on many similar projects, including recent plans for in Tulsa, Rogers (AR), Midtown Atlanta, and Des Moines. Because I prefer leading city planning projects to managing a large firm, collaborating with Nelson\Nygaard is the main way that I approach projects of this type. I chose them as my partner because I believe they are the smartest transportation planning firm in the U.S., with a deep well of resources and best practices that I use to inform our work. We will be joined by Barry Isett & Associates, Inc., who will provide traffic analysis and coordination with the regional planning activities currently underway in the area.

Projects of this nature are important and time-intensive. Together, our firms launch only one such effort each year. I would be very excited for 2019 to be the year to direct our focus and resources towards downtown Scranton.

If I can provide any additional information about our firms or this proposal, please do not hesitate to contact me at jeff@jeffspeck.com or 202.236.0140.

Sincerely Yours,



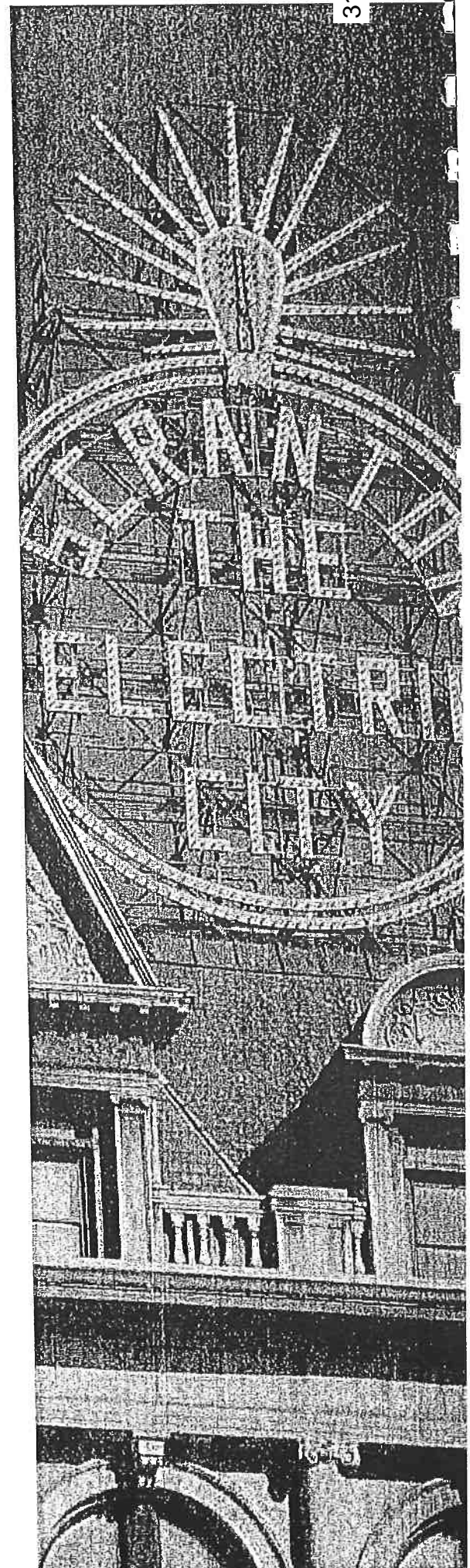
Jeff Speck, AICP, CNU-A, LEED-AP, Honorary ASLA
Principal

Contents

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SCOPE OF SERVICES.....	4
2. COMPANY PROFILE	5
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3. SERVICE COSTS	19

Appendix

- A. FULL STAFF RESUMES**
- B. REQUIRED FORMS**



1

Executive Summary

AN EXPERIENCED TEAM FOR SCRANTON

Speck & Associates is a multidisciplinary planning firm founded in 2007, principally as a vehicle for the consultancy of Jeff Speck, AICP, who started the firm after completing his tenure as Design Director at the National Endowment for the Arts. Prior to his federal service, Jeff spent ten years as Director of Town Planning at Duany Plater-Zyberk & Co. (DPZ), the firm most associated with the rise of the New Urbanism movement.

Nelson\Nygaard, who will collaborate on this project as a subconsultant to Speck & Associates, specializes in planning for streets and cities that are safe, comfortable, and convenient for people of all ages. Their services include street design, traffic analysis, complete streets planning, pedestrian/bicycle planning, parking and demand management, curbside management, transit planning, and more. Founded by two women in 1987, Nelson\Nygaard has grown from its roots in transit planning to a full-service transportation firm with 125 planners in offices across the United States.

Individually, our two firms set the national standard for downtown transportation plans. Together, we've collaborated on some of the most innovative and successful plans in the country, including the Downtown Rogers Street Design Study, the Tulsa Downtown Walkability Study, Des Moines Downtown Walkability Study, and the Davenport in Motion Master Plan. Our history of collaboration with similar projects means we don't have a steep learning curve to get moving and successfully complete this project for Scranton.

Joining us will be Barry Isett & Associates, Inc (Isett), who will lead the traffic analysis and provide valuable local knowledge and coordination regarding ongoing planning efforts in the area.

A HOLISTIC APPROACH FOR SCRANTON

Many firms provide planning services intended to make downtowns more vital and connected to their surrounding neighborhoods and regions. Only some of these firms focus holistically on all of the issues described in the City's RFQ, reflecting the deep interconnected influence of street design, parking policy, property redevelopment, and multimodal transport on the success of a downtown. Among these few firms, we are not aware of any others with a ten-year history of creating plans specifically organized around this approach.

At Speck & Associates, we call these plans Walkability Studies, and we have created more than a dozen of them. The first such project, for Oklahoma City, led to the reconstruction of almost every street in the City's 40-block central business district, an effort credited with that city's dramatic turnaround. More recently, our similar studies for Lowell (MA), Fort Lauderdale, New Albany (IN), Lancaster (PA), and elsewhere have resulted in new traffic patterns and street designs bringing greater safety, multi-modality, and vitality to those downtowns.

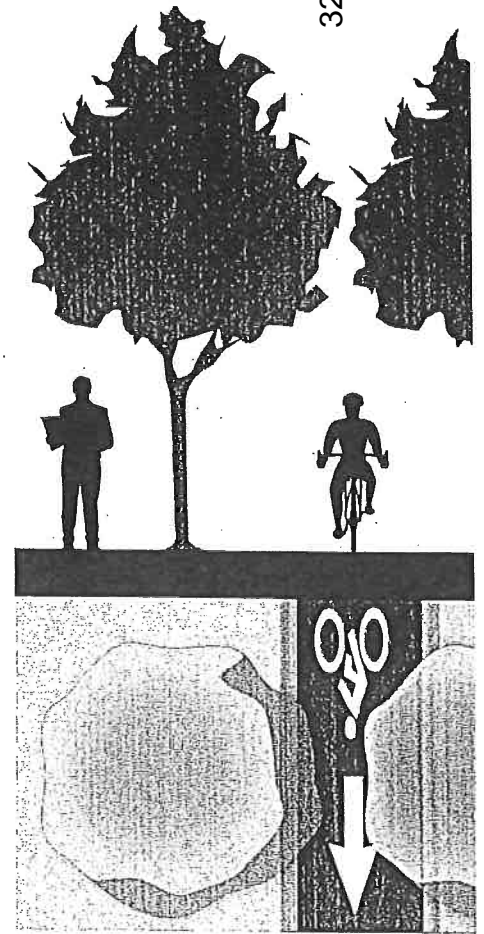
What makes efforts of this nature effective is that they look at all the factors that are likely to have a significant impact on the amount of pedestrian activity in a downtown. Economists like Chris Leinberger and Joe Cortright have properly identified walkability as a key indicator of, and contributor to, a downtown's success. This is no surprise, since talent is mobile and can choose to locate where the quality of life is superior, and walkability is consistently identified as key characteristic of the places where people want to live and do business.

Whether it is called a walkability study, a connectivity plan, or something else, a plan for downtown Scranton that investigates the issues discussed above is likely to have a profound impact on the City's success. As the inventor and most experienced practitioner of the walkability study, Speck & Associates is uniquely qualified to execute this effort for the City.

In sum, we hope this discussion and the further qualifications that follow demonstrate how our team is best positioned to complete the scope of work the City has identified. Given the City's clear conceptual alignment with the approach that we bring to our practice, we are more than optimistic that we can work together to create an outcome that has an immediate and lasting impact on the safety, mobility, and success of downtown Scranton.

**We can work together
to create an outcome
that has an immediate
and lasting impact on
the safety, mobility, and
success of downtown
Scranton.”**

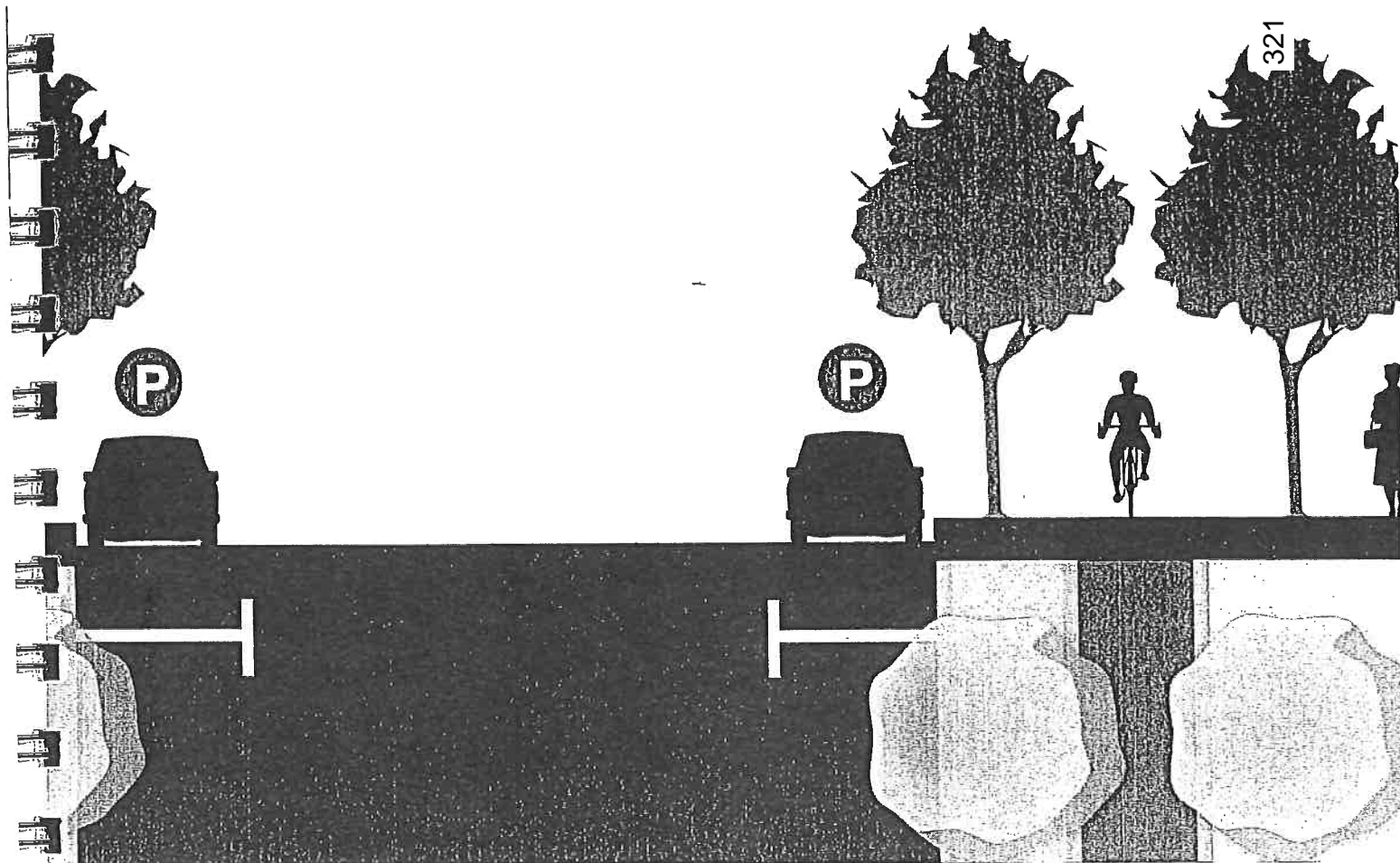
Cross section example from the
Downtown Rogers Street Design Study.



SCOPE OF SERVICES - PLANNING COMPONENT

The Speck & Associates team will conduct a Walkability Analysis for downtown Scranton, consisting principally of the following steps and product:

- **Plan Review** of all relevant documents concerning the planning of the study area. This new study will appropriately reference prior work that it supports and potentially contradicts.
- **Initial Public Presentation** kicking off the planning effort. This presentation will outline the process ahead, the study area, and the project's goals and underlying principles.
- **Organized Meetings** (up to 9) with identified entities for fact-finding purposes. These meetings will take place over three consecutive mornings during the principal on-site workshop.
- **Recommended changes to the existing street network, including reconsideration of one-way streets:** Multi-lane one way streets often increase danger to pedestrians while hampering the success of businesses. Reverting these streets to two-way traffic can produce positive outcomes.
- **Recommended changes to the number and width of lanes on certain streets:** Downtown Scranton's has some street with more lanes than their traffic demands, and some streets whose lanes are wider than the conventional urban standard, encouraging drivers to speed. Correcting these conditions can improve safety without increasing congestion.
- **Recommended changes to the provision and design of turn lanes:** Unnecessary or over-long left-turn lanes increase vehicle speeds without significantly improving traffic flow. Right-turn lanes, while appropriate to certain locations, are generally not a best practice in urban downtowns. Each dedicated turn lane in the study area will be considered on its merits.
- **Recommended changes to the signalization regimes at downtown intersections:** The replacement of unwarranted signals with all-way stop signs can reduce serious injuries to road users. Downtown Scranton may have a number of locations where such a change is advisable.
- **Recommended bicycle facilities:** Many American cities competing for young, educated talent have acknowledged that a more robust, protected cycle network is a key factor in attracting this population. Safe bike networks are also a key tool in achieving social equity, as they have been demonstrated to disproportionately serve lower-income workers.
- **Recommended changes to on-street parking provision:** On-street parking, in addition to serving local businesses, can be a key factor in reducing vehicle speeds and protecting pedestrians on the sidewalk. A survey of downtown Scranton is likely to find opportunity for increasing the supply of curb parking.



- **Recommended changes to off-street parking provision and strategy:** On-site parking requirements bear reconsideration, as they can be a strong detriment to property redevelopment and business growth. Additionally, reconsidering your downtown parking lots collectively can allow for strategic location of parking that benefits walkability and business downtown.
- **Recommended changes to parking pricing, policy, and management:** Only by managing and pricing public parking collectively, in response to demand, do cities allow the market for parking to function, leading people to make rational choices about where to put their cars. Scranton's downtown parking regime will be considered in light of current best practices.
- **Recommended strategies for connecting key activity centers with multi-modal transport:** While this scope of work does not include a bus-system redesign, there are often opportunities identified in which slight changes to the existing transit provision can impact on downtown connectivity and access. Special attention will be paid to connecting downtown to the important destinations of the Iron District to the south and the University of Scranton sports complex to the east.
- **Recommended improvements to traffic signage:** Studying a downtown area almost always leads to the identification of ways in which existing traffic signs—both for safety and wayfinding—could be improved.
- **Identification of key redevelopment parcels and strategies for their prioritization:** While most downtowns have a number of “missing teeth” that would benefit from redevelopment, some of these are more likely than others to have a strong influence on walkability. Specifically, those that are located along the key networks of walkability will be identified and potentially given priority status for municipal incentives.
- **Identification of other City policies for encouraging downtown growth:** Best practices in other communities may suggest other ways in which the City, through its policies, can jump-start downtown redevelopment.
- **First-Draft Submission to Client Team** to collect suggestions for refinement. It is requested that all City suggestions be compiled in a single marked-up draft, conveyed within 3 weeks of submittal.
- **Refinement of Plan** in response to Client input. This effort includes conversations with client team to clarify requests and iron out any items requiring discussion.
- **Final Presentation to Public**, outlining the specific recommendations of the Plan, explaining their justification, and encouraging their implementation.
- **Written Presentation of Key Findings** into a fully illustrated Downtown Scranton Connectivity Plan, formatted in Microsoft Word and submitted as a pdf.

SCOPE OF SERVICES - TRAFFIC IMPACT STUDY

Isett will prepare a TIS to be submitted to the City of Scranton and PennDOT, Engineering District 4-0, for the proposed intersection improvements as determined by the route selected in Phase I of the project in the City of Scranton.

Preliminary traffic analyses will be provided on an as-needed basis during Phase I of the project to determine feasibility of the proposed changes to an intersection.

For the purposes of this TIS, Isett has assumed that a total of 9 intersections will be analyzed. The analysis of each of the 9 intersections will include either or both preliminary and final analyses. The final number of intersections that will be included in this TIS is determined by the final analyses of the intersections.

The following scope of work will be completed for each intersection where applicable:

1. Conduct manual intersection traffic counts from 7:00 a.m. to 9:00 a.m. and from 4:00 p.m. to 6:00 p.m.
2. Obtain Traffic Signal Permit Plan from PennDOT.
3. Conduct capacity analyses of the intersection for existing conditions using Synchro software.
4. Redistribute existing traffic, as needed, depending on the improvement recommended/proposed for the intersection.
5. Apply the PennDOT approved traffic growth rate to the existing traffic counts to estimate traffic for build year and five-years after build year proposed improvements.
6. Conduct capacity analyses of the intersection for proposed conditions using Synchro software.
7. Summarize the data collected; provide analyses in a letter report suitable for an initial submission to the City of Scranton and PennDOT; and provide two (2) resubmissions as required. If any additional resubmissions are required, an authorization and a new proposal for this work will be provided.

This proposal specifically excludes the following:

1. Any permitting to local or state agencies.
2. Construction plans, approvals, and bidding documents.
3. Revisions to traffic signal timing, layout, and ADA curb ramp designs.

2

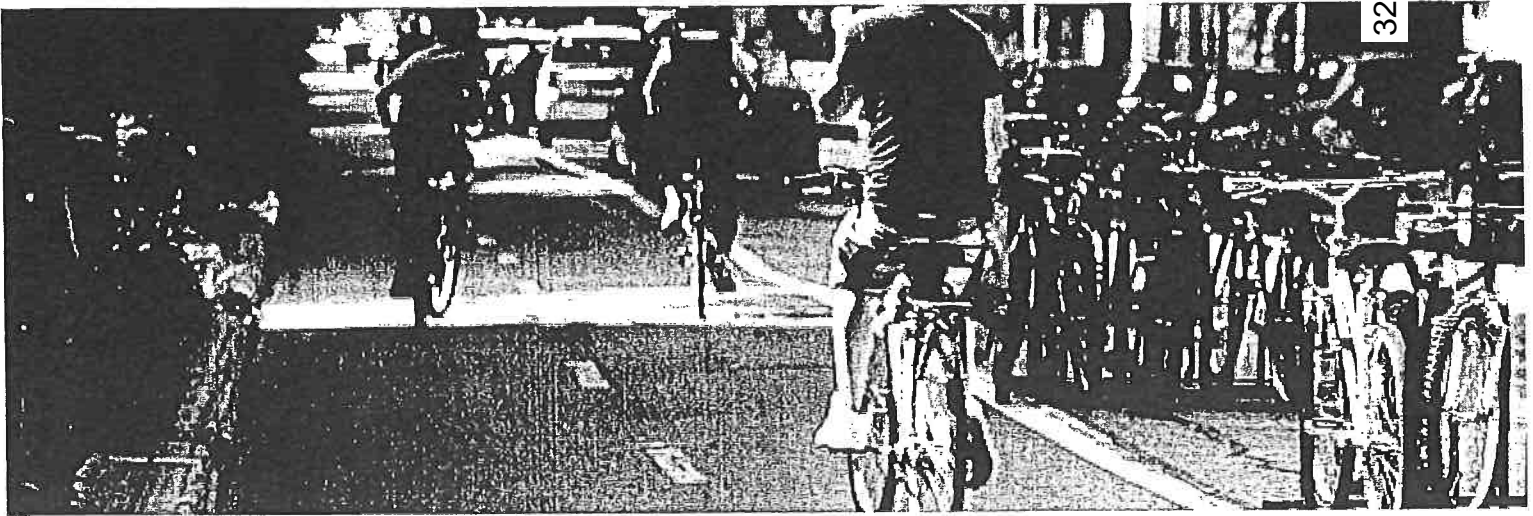
Company Profile

SPECK & ASSOCIATES

Speck & Associates is a multidisciplinary planning firm founded in 2007, principally as a vehicle for the consultancy of Jeff Speck, AICP, who started the firm after completing his tenure as Design Director at the National Endowment for the Arts. Prior to his federal service, Mr. Speck spent ten years as Director of Town Planning at Duany Plater-Zyberk & Co. (DPZ), the firm most associated with the rise of the New Urbanism movement.

Important work of Speck & Associates includes the Lowell, MA, Downtown Evolution Plan; walkability studies for twelve different cities; and the vision plans for two transit oriented developments along the Long Island Rail Road in Babylon, NY: Wyandanch and East Farmingdale. Jeff also led the street design for Project 180 in Oklahoma City, which is currently rebuilding 40 blocks of downtown city streets. This project has converted a one-way street system back to two way, doubled the amount of on-street parking, and introduced a full bicycle network where none existed.

With Andres Duany and Elizabeth Plater-Zyberk, Jeff is the co-author of the "modern classic" *Suburban Nation*, which the *Wall Street Journal* calls "the urbanist's bible." With Andres Duany, he wrote *The Smart Growth Manual*, published in 2010 by McGraw Hill. His 2012 book, *Walkable City*—which the *Christian Science Monitor* calls "timely and important, a delightful, insightful, irreverent work"—was the best selling city-planning book of 2013-2016. Its sequel, *Walkable City Rules*, has been called "a must read for urbanists, city-builders, and everyone who lives in cities."



NELSON\NYGAARD

Nelson\Nygaard puts people first.

Nelson\Nygaard Consulting Associates, Inc. is an internationally recognized firm committed to developing transportation systems that promote vibrant, sustainable, and accessible communities. Founded by two women in 1987, Nelson\Nygaard has grown from its roots in transit planning to full-service transportation firm with over 125 people in offices across the United States.

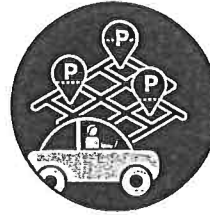
In keeping with the values set by our founders, Nelson\Nygaard puts people first. They recognize that transportation is not an end by itself but a platform for achieving broader community goals of mobility, equity, economic development, and healthy living. Their hands-on, national experience informs but doesn't dictate local solutions. Built on consensus and a multimodal approach, their plans are renowned as practical and implementable.

NELSON\NYGAARD SPECIALIZATIONS:



STREETS AND CITIES

Balancing the mobility needs of everyone to create thriving places



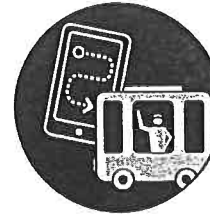
PARKING AND DEMAND MANAGEMENT

Creating livable places with better management of parking supply and demand



ACTIVE TRANSPORTATION AND SAFETY

Making places better for people to walk, bike, and gather



EMERGING MOBILITY

Collaborating on solutions for people in a new era of mobility



TRANSIT

Designing and developing great transit services for people



ENGINEERING DESIGN AND DEVELOPMENT

Analyzing movement to improve connectivity and reduce environmental impacts



ISETT



At Barry Isett & Associates, Inc., they understand that it is their people who make the difference in finding creative and cost-effective solutions for the array of challenges that any project can present.

They are proud of the staff they have assembled and the capabilities they bring to their clients. Barry Isett founded the firm in 1977 to provide structural engineering, civil

land development, and survey services to the Lehigh Valley area. They have now grown to be a 170+-member firm with seven additional offices throughout eastern Pennsylvania—including locations in the Hazleton Area, Wyoming Valley, and Greater Pocono Region. Their scope of services now includes mechanical/electrical/plumbing engineering & fire protection, environmental consulting, municipal, geotechnical, construction inspections & materials testing, forensics building investigation, code inspection & plan review, traffic planning, water & wastewater, grantsmanship, project management & construction services, and landscape architecture.

The Isett team can provide single-source responsibility or start-to-finish project involvement in the design, construction, operation, maintenance, renovation, and replacement of facilities. From feasibility studies, boundary surveys, soil testing, property condition assessments and subsurface investigations, to traffic impact studies, MS4 assistance, cost estimation, bidding assistance and special inspections—they are experienced in every step of the development, building, and renovation process.

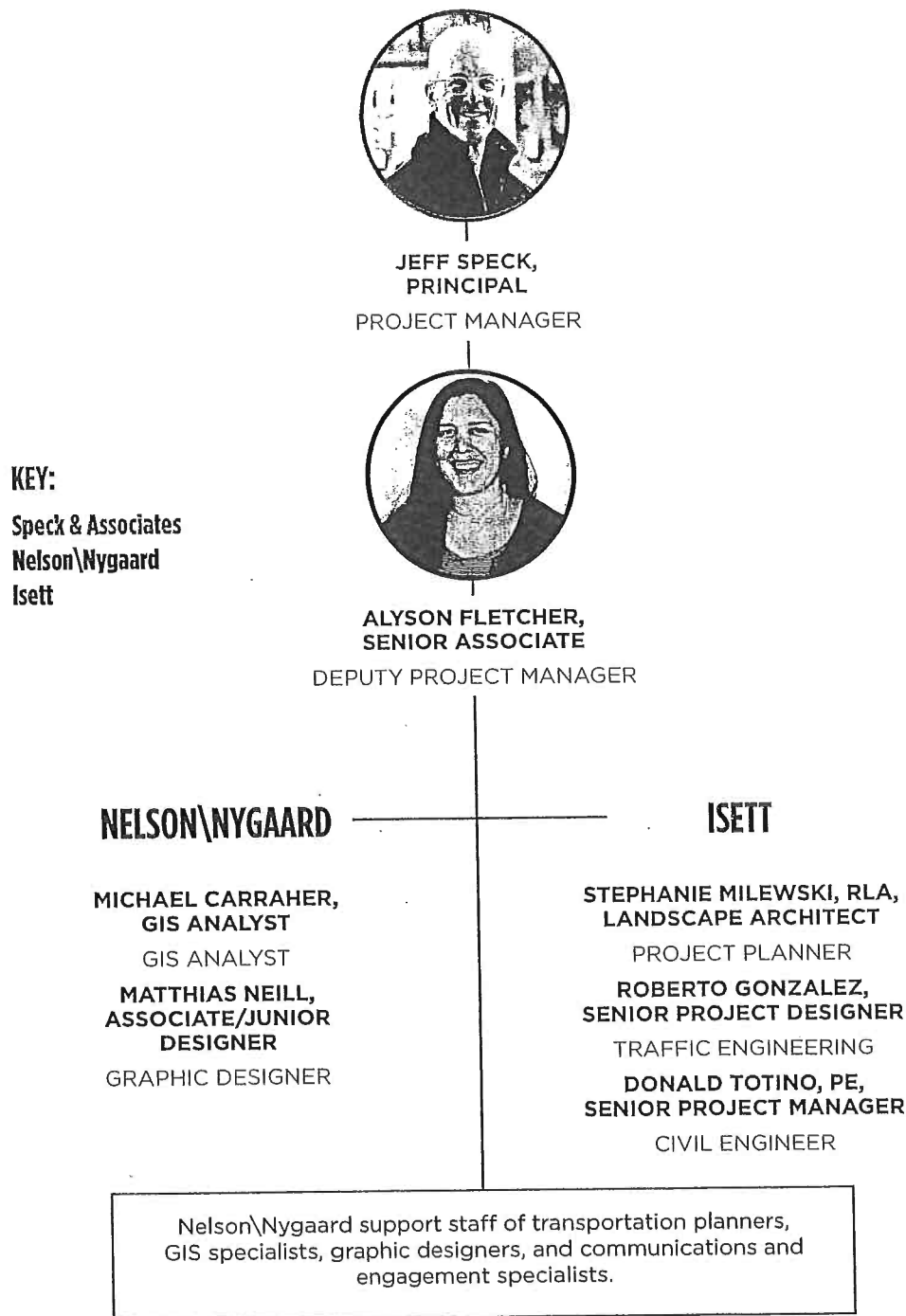
In 1998, Isett instituted an Employee Stock Ownership Plan: they believe that employee ownership is a catalyst in providing an extra measure of client centered service. Both their founder and firm have been honored by peers and professional organizations for their contributions to their profession and community, including the Societas Award for Responsible Corporate Conduct, the Lehigh Valley Business Corporate Citizen of the Year and Business of the Year, and one of The Morning Call Top Workplaces.

They are proud of the ongoing relationships they have developed with clients in many different fields, including the private industry, residential and commercial real estate, federal and state agencies, municipalities, healthcare providers, and educational institutions. They understand that engineering services provide a means for clients to achieve their goals. Their clients focus upon the project they are creating or renovating and look to Isett staff to guide them through the steps that are required to make their vision a reality.

PROJECT TEAM

To meet the needs of the City of Scranton, we have assembled a team of experts in downtown transportation studies. The staff below have led or contributed to innovative connectivity and walkability plans for cities and towns throughout the U.S. Our team organization is represented below. Brief bios follow and full resumes can be found in Appendix A.

Organizational Chart:



KEY STAFF

SPECK & ASSOCIATES LLC



JEFF SPECK, AICP, CNU-A, LEED-AP, HONORARY ASLA, PRINCIPAL **Role: Project Manager**

Jeff offers a holistic approach to downtown vitality.

Jeff is a city planner who advocates internationally for more walkable cities. As Director of Design at the National Endowment for the Arts from 2003 through 2007, he presided over the Mayors' Institute on City Design and created the Governors' Institute on Community design. Prior to his federal appointment, Jeff spent ten years as Director of Town Planning at Duany Plater-Zyberk & Co., where he directed or managed more than forty of the firm's projects. Since 2007, he has led Speck & Associates LLC, a boutique planning firm that serves cities, non-profits, and private developers.

With Andres Duany and Elizabeth Plater-Zyberk, he is the co-author of *Suburban Nation: The Rise of Sprawl and the Decline of the American Dream*—which the Wall Street Journal calls “the urbanist’s bible.”—as well as *The Smart Growth Manual*. His latest book, *Walkable City: How Downtown Can Save America, One Step at a Time*, was the best-selling planning/design book of 2013-2016 and a Best Book of the Year according to Planetizen and the American Society of Landscape Architects.

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NYGAARD



ALYSON FLETCHER, SENIOR ASSOCIATE **Role: Deputy Project Manager**

Alyson is an expert in bridging planning and design for walkable, bikable communities.

Alyson specializes in complete streets, bicycle and pedestrian planning, and multimodal transportation masterplans. She is a talented and attentive project manager, offering a unique combination of technical excellence with a client-centered management style. Most recently, she developed active transportation facility designs for Boston's iconic Charles River Esplanade; the Downtown Rogers Street Design Study; the Tulsa Downtown Walkability Study; the Santa Cruz Rail Trail Study; the New Rochelle Complete Streets Plan; the Newton Transportation Strategy; Forest Park Great Streets in St. Louis, MO; and the Broadway redesign in the downtown area of Chelsea, MA. She has considerable experience representing ideas through 3-D modeling and rendering. Alyson's background combines strong design and policy analysis skills with an understanding of multimodal planning, in particular for bicyclists and pedestrians.



MICHAEL CARRAHER, GIS ANALYST

Role: Geographic Information Systems Analyst

Michael makes maps to help communities better understand people and movement.

Michael has a background in GIS with the ability to create, design, and maintain geographic databases and information across disciplines. He is experienced in field surveying, data acquisition with Trimble devices, and the interplay between mobile and desktop user interface concerning GIS. Michael creates visually compelling cartographic maps and graphics to convey complex ideas in a clear and concise manner. Michael's recent experience includes developing all the maps for the Downtown Rogers Street Design Study.



MATTHIAS NEIL, ASSOCIATE/JUNIOR DESIGNER

Role: Graphic Designer

Matthias plans and visualizes better transportation for people and the planet.

Matthias thinks holistically about making transportation safer and more sustainable, and works as both a planner and designer to analyze, design, and communicate transportation improvements. He believes strongly in planning for safe, enjoyable, people-friendly environments. Matthias is a member of the firm's Visual Communications team, and is able to present important ideas through compelling visuals. His work is informed by experience in multiple built environment disciplines. At Nelson\Nygaard, he works on transit and pedestrian/bicycle infrastructure projects. Previously, at rail planning agencies in his native Switzerland, he optimized schedules for European rail operators. At architecture and real estate firms in New York City, he worked at the intersection of tech and urban planning to visualize complex zoning policies.



STEPHANIE MILEWSKI, RLA

Role: Project Planner

Stephanie Milewski joined the Landscape Architecture group of Barry Isett & Associates, Inc. in 2015, following a nearly eight-year career as the trail manager and environmental program officer for the Lackawanna Heritage Valley National and State Heritage Area. Her responsibilities there included the long-range strategic planning and implementation of the Lackawanna Heritage Trail, consistent with the Management Action Plan of the Heritage Area, a \$54 million project. During this period, she helped secure over \$7 million in grant funding. Earlier in her professional life, she provided outdoor recreation planning and project management to several design firms. At Isett, she is involved with the preparation of master plans, trail designs, planting designs and schedules, work schedules, cost estimates and construction documentation and specifications. She also assists clients achieve MS4 compliance by conducting field assessments, updating storm system mapping, identifying BMPs and preparing annual reports to the DEP.



ROBERTO GONZALEZ, SENIOR PROJECT DESIGNER

Role: Traffic Engineer

Roberto Gonzalez joined the Traffic Engineering group of Barry Isett & Associates, Inc. in 2010. He is experienced in preparing traffic impact studies, concept development, traffic signal design, closed-loop system design and traffic signal permitting. He also performs corridor studies, master plan studies and air quality analyses. Prior to joining Isett, he provided technical and traffic assistance to the engineering staff at Pennoni Associates and Carroll Engineering Corporation and for the City of Newark, NJ, where he reviewed site plans, traffic signal designs, access and roadway occupancy permits and NJDOT projects that affected the City of Newark.



DONALD TOTINO, PE, SENIOR PROJECT MANAGER

Role: Civil Engineer

Donald Totino, PE, joined the Municipal Engineering Services Department of Barry Isett & Associates, Inc. in 2018, bringing 15 years of experience in transportation, construction and municipal engineering. He is skilled in all aspects of highway and transportation engineering, including roadway geometry design, cross sections design, ADA curb ramp design, traffic signal design, traffic studies, signage and striping, detours, utilities design, drainage system design, reports, estimates and quantity calculations. Mr. Totino has managed PennDOT-funded projects through the ECMS system in Districts 4-0 and 5-0. He has provided design and construction phase services on roadway reconstruction projects, drainage improvements and bridge replacements throughout northeast Pennsylvania.

CITIES AND STREETS



EXTENSIVE NATIONWIDE EXPERIENCE

The map above depicts Nelson\Nygaard's recent experience with downtown and corridor transportation projects nationwide. Nelson\Nygaard has served hundreds of clients and is proud of its record of positive relationships with clients enjoyed both during and after completion of project engagements.

The projects on the following pages highlight a selection of recent and relevant collaborations by Speck & Associates and Nelson\Nygaard. For each project, contact information is provided; we encourage the City of Scranton to contact these individuals for references on our team.



DOWNTOWN WALKABILITY STUDIES

Location: Nationwide

Duration: 2009–Present

Client Contact for Bethlehem, PA: John Callahan, former Mayor of Bethlehem, 610-691-7900

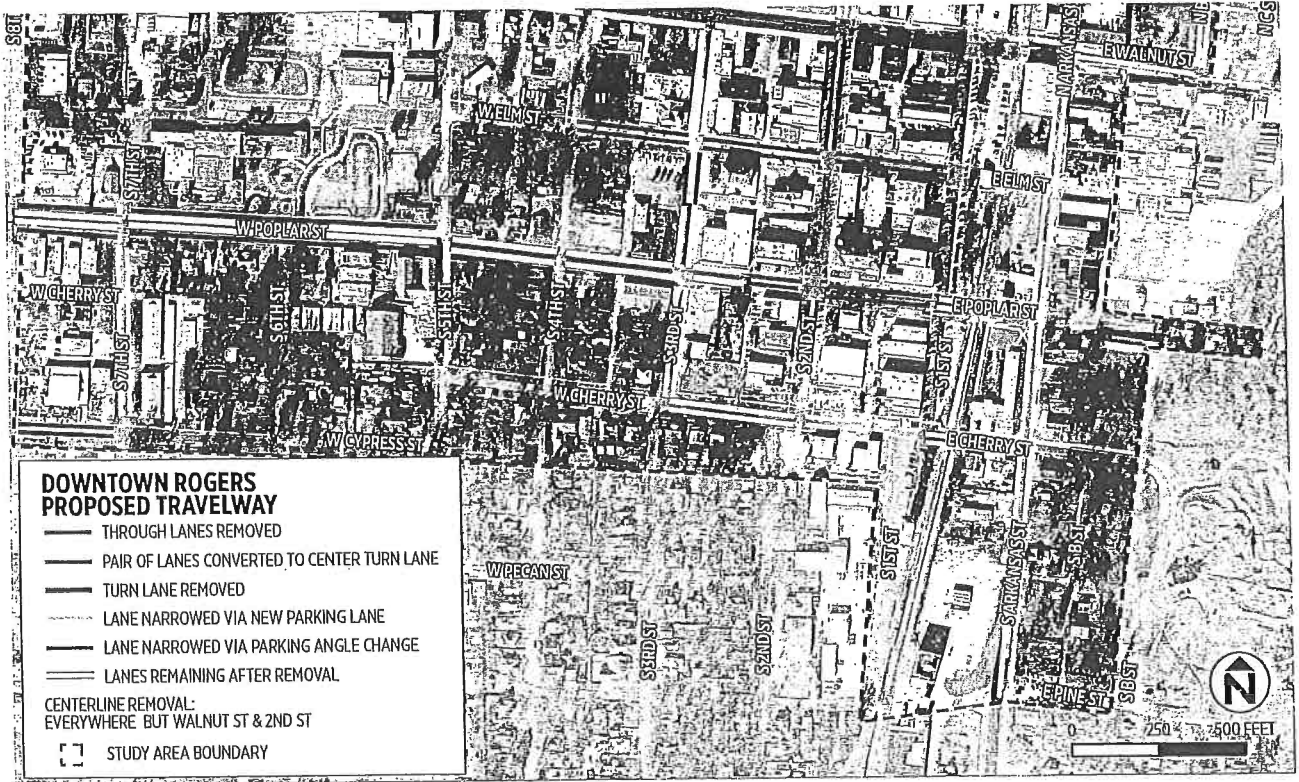
Client Contact for Lancaster, PA: J. Richard Gray, former Mayor of Lancaster, 717-291-4701

In 2008, Prevention magazine named Oklahoma City the “least walkable city in America.” Mayor Mick Cornett reached out to Jeff Speck for help, and the concept of the Walkability Study was born. Seven years later, the majority of the streets in the City’s downtown core had been remade in line with that study’s recommendations.

Since that effort—the first “walkability study” on record—Speck and Associates has completed similar projects for a dozen other cities: Bethlehem and Lancaster, PA; Grand Rapids, MI; Memphis, TN; Davenport, IA; Fort Lauderdale, FL; Norwalk, CT; Boise, ID; West Palm Beach, FL; Albuquerque, NM; Tulsa, OK; Rogers, AR; and Newaygo, MI. These efforts vary based on need, but all include detailed recommendations for the reconfiguration of streets, the improvement of cycling infrastructure, the development of key private and public properties, and the provision and management of transit and parking, all towards the stated goal of quickly increasing the amount of walking and biking downtown.

Implementation has varied, based on each City’s political commitment to becoming more walkable and bikeable. In some cities, like Fort Lauderdale and Albuquerque, the Walkability Study has become a central document shaping City investment. In others, shifts in leadership or other factors have limited the Study’s impact to fewer locations. For this reason, Speck & Associates now chooses its Walkability Study clients with great care, typically completing only one such effort each year.

With each assignment, a great effort is made to further refine the Study’s methodology. The need for more precise traffic assessments has led to a partnership with the transportation planners Nelson\Nygaard on most such assignments.



DOWNTOWN ROGERS STREET DESIGN STUDY

Location: Rogers, AR

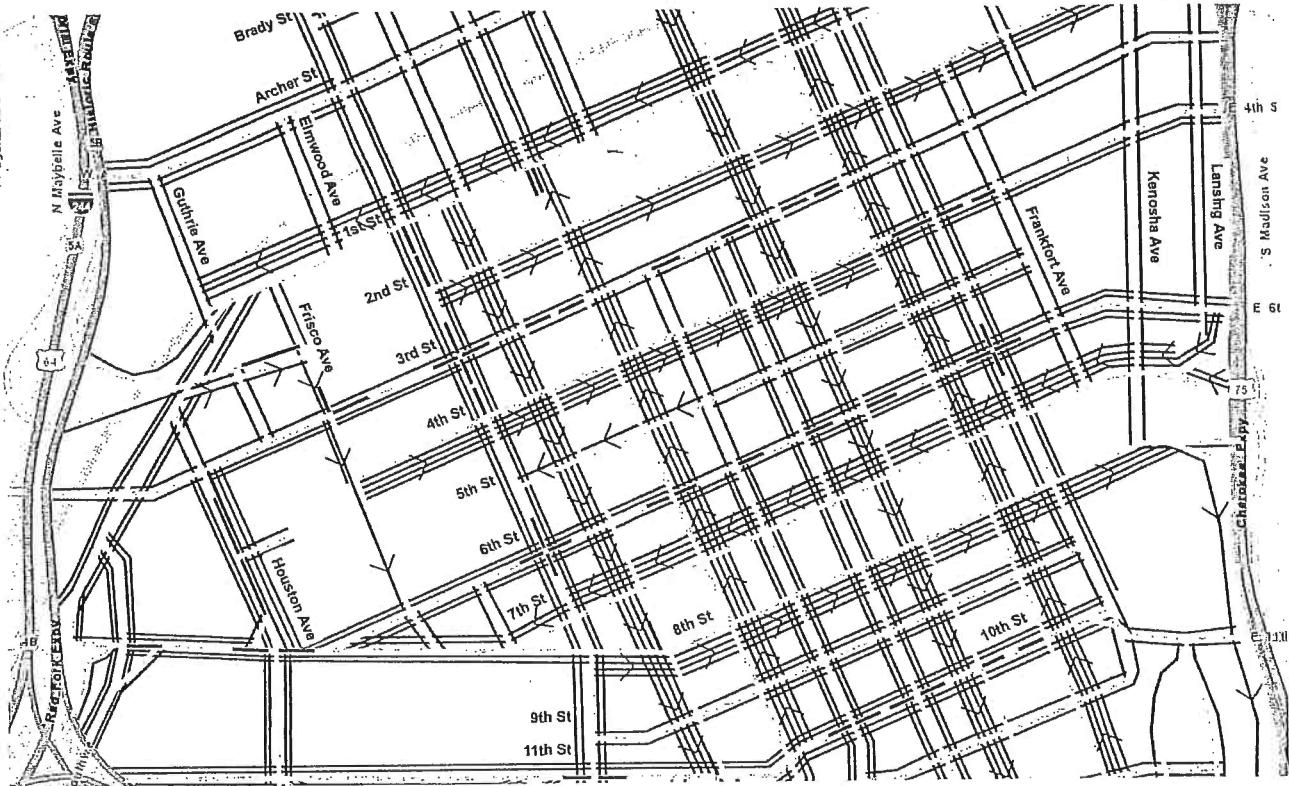
Client: City of Rogers

Duration: 2018–2019

Client Contact: Lance Jobe, 479-621-1186, ljobe@rogersar.gov

The City of Rogers understands how downtown street investments can profoundly impact the physical form, economic success, and social vitality of its downtown. In this context, local political and business leaders have also asked how downtown Rogers can become more walkable and livable, and—by extension—safer, healthier, and more sustainable. With the planned rebuild of Frisco Park and new trails connecting into downtown, it was an opportune time to assess how downtown Rogers' streets could balance mobility for all users, sustain parking supply where it both supports adjacent uses and reduces speeding, and improve walking and biking connectivity to and within the downtown area.

A team of Speck & Associates and Nelson\Nygaard led the effort. The design process began with a review of all previous and ongoing plans and a workshop to survey all street conditions—including width, lane allocations, and parking supply and regulations—and meetings with stakeholders to provide local context to the data. The strategies proposed aim toward the central goal of determining which solutions can be implemented in the least amount of time to have the largest measurable impact on the amount of walking and biking in downtown Rogers. These strategies included ways to sustain on-street parking around upcoming park changes, especially in places where the presence of parking could increase overall safety. The final plan also lays the groundwork for a downtown bike network to be developed comprised of world class protected bike lanes, trails, and neighborhood greenways. The team continues to advise the City and their on-call consultants with innovative and best practices for developing bike facility designs.



TULSA DOWNTOWN WALKABILITY STUDY

Location: Tulsa, OK

Client: Tulsa Downtown Coordinating Council

Duration: 2016-2017

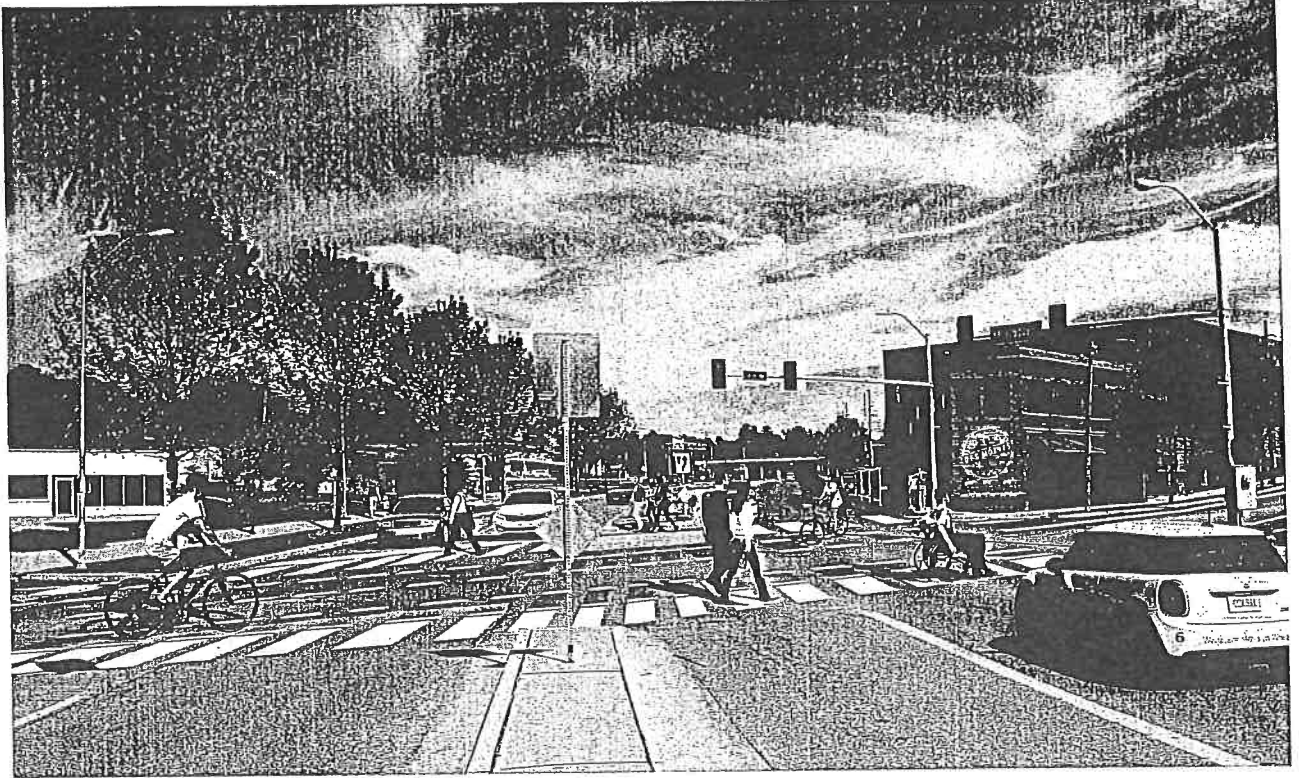
Client Contact: Thomas Baker, 918-671-0564, tbaker@cityoftulsa.org

Downtown Tulsa is the center of a metropolitan region of more than a million people. Historically a vibrant hub of commercial and cultural activity surrounding the booming oil industry, Tulsa was not immune to the suburban migration experienced by so many of our cities during the latter half of the 20th century. But today, after a decade of ongoing revitalization and growing private investment, there is every reason to believe that Tulsa's downtown is poised for a true transformation. However, unlike many cities with far less to offer, Tulsa suffers from traffic patterns and behaviors that almost certainly impede its development of a robust street life.

Speck & Associates and Nelson\Nygaard collaborated on a walkability study in downtown Tulsa, addressing the principal factors that determine driver speed and pedestrian exposure, both of which discourage walking. The team performed a preparatory corridor analysis that included a review and compilation of existing conditions and the development of preliminary, planning-level recommendations for an improved street network, identifying the number and

direction of all driving lanes within the study area. After a week-long site visit to understand the issues, opportunities, goals, and potential outcomes of the study, the team worked with the city and numerous stakeholders to draft a report of its recommendations, including new street designs for nearly every downtown street. A traffic analysis was conducted by Nelson\Nygaard, which consisted of converting many of the one-way streets to two-way directionality due to the walkability benefits of two-way streets. The traffic analysis was performed using Highway Capacity Manual analysis procedures to ensure that the proposed street designs could be fully implemented.

The project team's recommendations will help create a downtown environment that welcomes and supports walking, encouraging further economic investment in the downtown and continuing Tulsa's transformation.



CONNECT DOWNTOWN DES MOINES WALKABILITY STUDY

Location: Des Moines, IA

Client: Greater Des Moines Partnership

Duration: 2016–2017

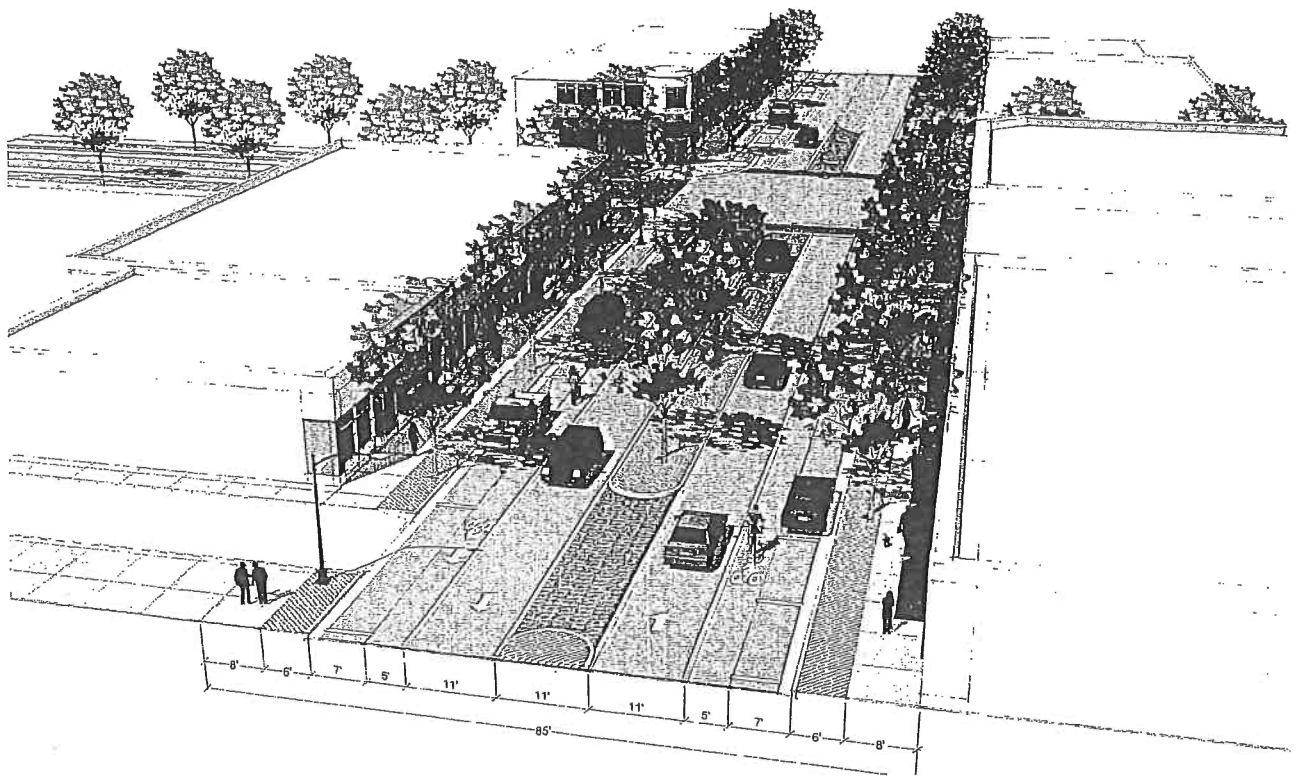
Client Contact: Meg Schneider, 515-286-4934, mschneider@DSMpartnership.com

Downtown Des Moines has experienced remarkable growth, with more people choosing to live downtown and business activity on the upswing. In spite of this rapid growth, street life remained relatively subdued, primarily owing to the design of streets throughout the area, which has historically prioritized vehicular access and remained less accommodating to pedestrians. The Des Moines community expressed a desire to see the city become safer and friendlier to pedestrians and bicyclists. In 2016, Speck & Associates and Nelson\Nygaard conducted a comprehensive study to explore ways to create a more vibrant, walkable downtown area.

The project was guided by a stakeholder advisory committee and had a robust public and stakeholder engagement process that included meetings with a wide range of stakeholders, a series of open houses, and meetings with City staff to review existing design processes, discuss best practices, and establish design parameters for the street concepts. Systematic traffic modeling of the proposed network concepts evaluated changes in travel times as well as opportunities to refine initial proposals.

The project team identified a range of cost-efficient improvements that will expand transportation options and enhance the safety, walkability, and vibrancy of downtown streets. Adding parallel parking and bicycling facilities to streets with excess or overly wide travel lanes will help create physical barriers that protect pedestrians on the sidewalk from moving vehicles while also enhancing access to retail establishments. A network of bike lanes, especially “low-stress” lanes protected by parked cars, will allow Des Moines’ burgeoning bicycling culture to flourish, attract young professional talent, and make the streets safer for all users.

Speck & Associates and Nelson\Nygaard provided block-by-block cross sections of the proposals to guide implementation, and the city implemented its first protected bicycle lane in August 2017. Feedback has been overwhelmingly positive, with employers, residents, and retailers recognizing the unique opportunity to achieve the economic, health, safety, and equity benefits of a street network that helps make downtown Des Moines a great place to live, work, and visit.



DAVENPORT IN MOTION TRANSPORTATION MASTER PLAN

Location: Davenport, IA

Client: City of Davenport

Duration: 2009-2011

Client Contact: Matthew G. Flynn, 563-326-7743, mflynn@ci.davenport.ia.us

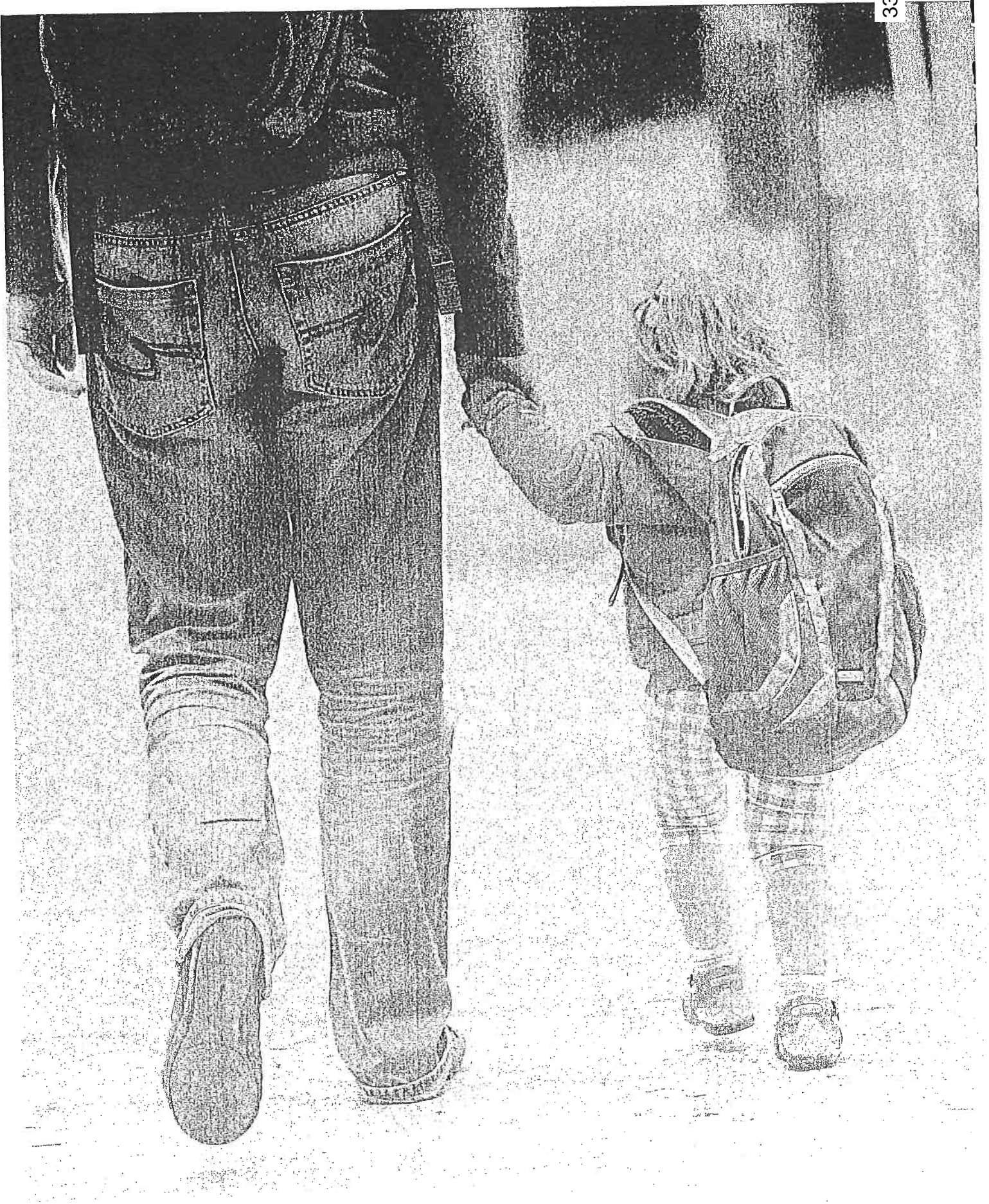
The City of Davenport set a balanced, sustainable, multimodal Transportation Master Plan as a high-priority, short-term goal. The plan, called Davenport in Motion, is the vehicle for implementing the policies of Davenport 2025, which calls for a transportation system that is multimodal, interconnected, and supportive of a pedestrian-friendly urban community where residents can access daily needs and activities by foot, bike, or transit.

Speck & Associates and Nelson\Nygaard developed a comprehensive master plan for Davenport. The methodology for this document takes into account Davenport's unique river culture and status as the economic and cultural hub of the Quad-cities. Prior to the release of the completed master plan, the consultant team produced a transportation Fact Book that provided public representatives, policymakers, and citizens an accessible document that outlined existing conditions for all aspects of the transportation system, guiding principles for the City's transportation future, best practices, and other topical considerations

such as environmental impacts of transportation and using active transportation strategies to promote public health. This document assisted in educating stakeholders on the many complex transportation issues at hand while providing best practices in developing a multimodal transportation system.

The Davenport in Motion process provided the City with more than its first ever comprehensive transportation plan; Davenport in Motion is visionary plan for creating a world class multimodal system in a post-industrial city in the American heartland. To help the City implement this multimodal vision, the project team developed a set of street types and design guidelines, action plan priorities for the development of a comprehensive bicycle network, transit system development recommendations, and parking management guidelines.

This project won the 2011 American Planning Association-Iowa Chapter Excellence Award for Best Practice.



3

Service Costs

COST FOR PLANNING COMPONENT

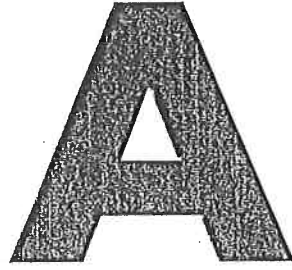
The total cost for the planning component of the study is \$168,000, including all labor and direct expenses (travel, accommodations, printing, postage).

COST FOR TRANSPORTATION STUDY

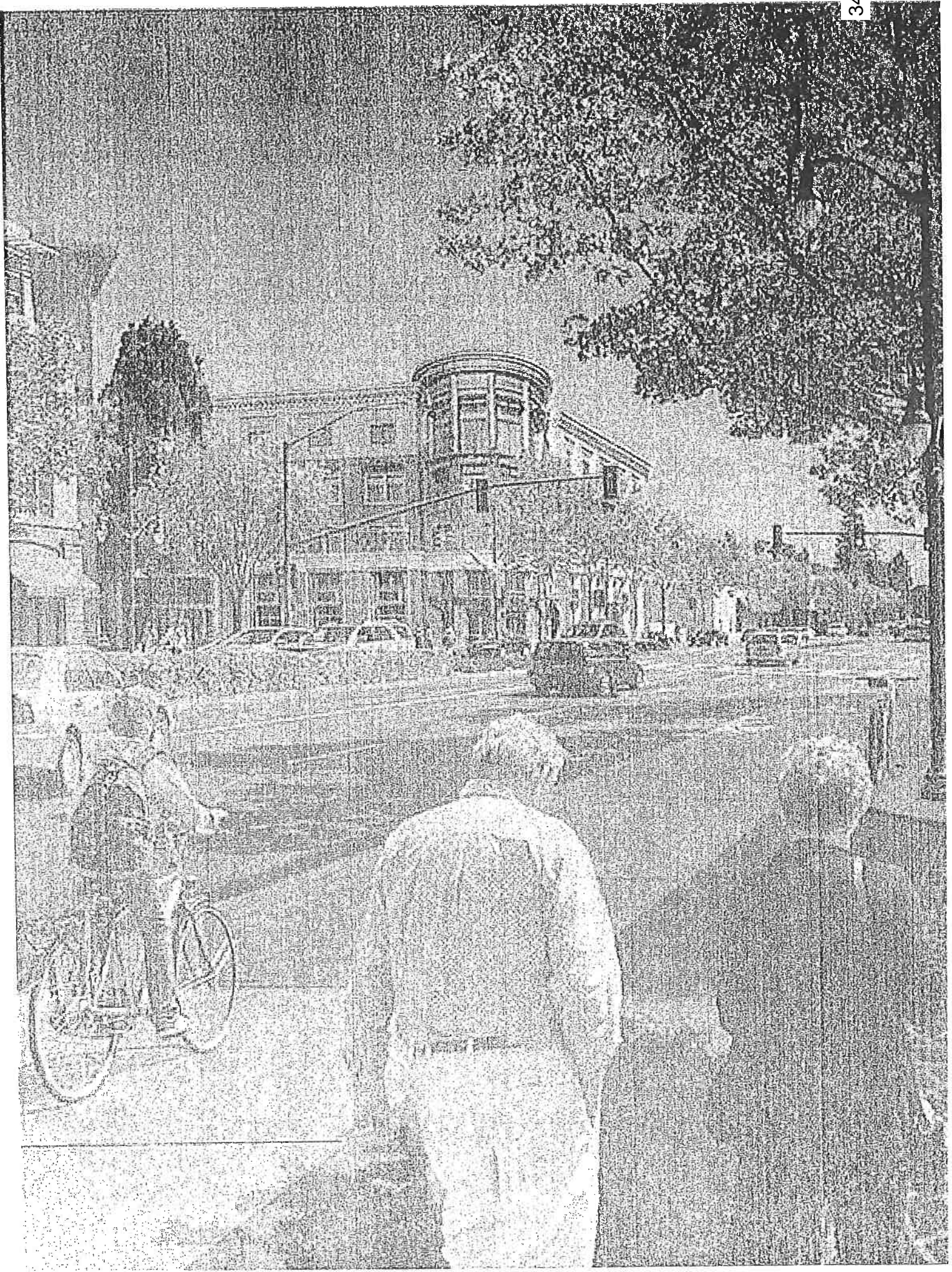
The total cost for the planning component of the study is \$50,000, including all labor and direct expenses (travel, accommodations, printing, postage).

NOTE: Should the Scope of Services be reduced in scope (less than 9 intersections) or increased in scope (more than 9 intersections), the \$50,000.00 fee will be adjusted accordingly using the following per intersection fee:

- Cost per Signalized Intersection: \$5,500.00
- Cost per Unsignalized Intersection: \$4,000.00



Appendix: Full Resumes





JEFF SPECK, AICP, CNU-A, LEED-AP, HONORARY ASLA

Role: Project Manager

LOCATION: BROOKLINE, MA

Jeff offers a holistic approach to downtown vitality.

EDUCATION:

Master of Architecture with Distinction, Harvard Graduate School of Design

Master of Fine Arts Degree in Renaissance Architectural History.
Florence Graduate Fellow, Syracuse University

Bachelor of Arts degree with Honors, Magna cum Laude, Williams College

Jeff Speck is a city planner who advocates internationally for more walkable cities. As Director of Design at the National Endowment for the Arts from 2003 through 2007, he presided over the Mayors' Institute on City Design and created the Governors' Institute on Community design. Prior to his federal appointment, Jeff spent ten years as Director of Town Planning at Duany Plater-Zyberk & Co., where he directed or managed more than forty of the firm's projects. Since 2007, he has led Speck & Associates LLC, a boutique planning firm that serves cities, non-profits, and private developers.

With Andres Duany and Elizabeth Plater-Zyberk, he is the co-author of *Suburban Nation: The Rise of Sprawl and the Decline of the American Dream*—which the Wall Street Journal calls "the urbanist's bible."—as well as *The Smart Growth Manual*. His latest book, *Walkable City: How Downtown Can Save America, One Step at a Time*, was the best-selling planning/design book of 2013-2016 and a Best Book of the Year according to Planetizen and the American Society of Landscape Architects.

EXPERIENCE

SPECK & ASSOCIATES ASSOCIATES LLC

Principal, 2007-Present

Downtown Walkability Studies

Speck and Associates has completed walkability studies for twelve cities: Grand Rapids, MI; Oklahoma City, OK; Memphis, TN; Davenport, IA; Bethlehem, PA; Fort Lauderdale, FL; Norwalk, CT; Boise, ID; West Palm Beach, FL; Albuquerque, NM; Lancaster, PA; and Tulsa, OK. These efforts vary based on need, but all include detailed recommendations for the reconfiguration of streets, the development of key private and public properties, and the provision and management of transit and parking, all towards the stated goal of quickly increasing the amount of walking and biking downtown.

Downtown Street Plans

Often, it is the configuration of downtown streets that proves the greatest impediment to revitalization. Many American cities have streets that contain more lanes than traffic volumes demand, wider lanes than speed limits suggest, fewer cycle facilities than residents desire, sidewalks that are unprotected by on-street parking, and one-way systems that confuse visitors, confound locals, and deter shopping. Speck & Associates has completed efforts to transform such street systems in cities including:

- **Oklahoma City:** Jeff Speck was responsible for the curb-to-curb redesign of all streets in the city's 40-block urban core. This effort, called Project 180—and spurred by a Speck & Associates Walkability Study—is rebuilding the entirety of this system in five years. It is reverting a one-way system to two-way, doubling the amount of on-street parking, introducing a comprehensive cycle network, and welcoming a new downtown streetcar. ("An 180-Degree Turnaround" in *Planning* magazine, May/June 2011.)
- **Cedar Rapids, Iowa:** Not every city has Oklahoma City's mineral wealth, and most street reconfigurations can be accomplished using only paint and signals. Speck & Associates' plan for Cedar Rapids, now in engineering review, requires no reconstruction, and transforms a mostly four-lane, half one-way downtown to a mostly two-lane, all two-way downtown, with greatly enhanced parking and cycling. It also proposes the removal of eleven (out of fifteen) traffic signals in favor of four-way stop signs, and introduces seasonal dining parklets, some already installed.

Downtown Master Plans

Speck & Associates specializes in completing plans for small to mid-size downtowns. Since managing DPZ's landmark plans for Baton Rouge and Fort Myers in the late 1990s, Jeff Speck has refined a technique that integrates conventional New Urban practice with a focus on walkability, urban cycling, transportation/ parking management, and spurring development. This technique, which has been published in the textbook *Sustainable Urbanism and Beyond* (see Publications, below), has been brought to bear on plans including:

- Lowell, Massachusetts, Downtown Evolution Plan: Completed in 2010, this plan rationalizes a convoluted street network, introduces cycle facilities, and proposes a broad range of short-, mid-, and long-term infill projects, some already complete. The proposed comprehensive reversion of downtown streets from one-way to two-way has recently been funded.
- Ada Township, Michigan, Downtown Village Master Plan: Nearing completion, this plan includes the restriping of all thoroughfares in the downtown to better support walking and biking, the creation of a central public green, the introduction of several new thoroughfares connecting the Village to MI-21 and to its riverfront, the reconfiguration of a conventional strip shopping center, and the design of a new residential hamlet on adjacent property.

New Neighborhoods

In his decade as Director of Town Planning at DPZ, Jeff Speck led or managed the design of some of the most influential New Urbanist new towns, villages, and neighborhoods yet built. These include Rosemary Beach, FL; Middleton Hills, WI; Loreto Bay, Baja Sur, Mexico; and Heulebrug, Knokke-Heist, Belgium.

Transit Oriented Development Plans

Speck & Associates has produced both vision plans and detailed design for the development and redevelopment of sites surrounding rail stations, most notably for two stops along the Long Island Rail Road in Babylon, NY. The firm's vision plan for Wyandanch contributed to the Town receiving a \$1,500,000 grant from the State of New York, and a subsequent plan (by a team including Speck & Associates) has led to the sale of the site to a developer. Construction is underway, with Jeff Speck designing the monumental stair tower. Speck & Associates has also led the urban design surrounding two new stations to be built along the MBTA's Green Line in Somerville, Massachusetts.

Urban And Suburban Infill Plans

Aside from downtown plans, the majority of Speck & Associates' master planning work consists of projects for neighborhoods, districts, and corridors within cities and suburbs. Recent efforts of this type include plans and design codes for three large districts in Carmel, Indiana—Midtown, Merchants' Square, and Grammercy—as well as a proposals for several key corridors in downtown Grand Rapids, Michigan.

Lectures/Teaching

Jeff Speck has been giving public lectures on design for more than twenty years, most actively since the publication of *Walkable City*. A list of recent keynote lecture venues, including TED and the Aspen Ideas Festival, can be found ahead. Mr. Speck also leads an annual Executive Education course at the Harvard Graduate School of Design.

PREVIOUS EXPERIENCE

NATIONAL ENDOWMENT FOR THE ARTS, WASHINGTON, DC

Director of Design, 2003 – 2007

A presidential appointee, Jeff Speck was responsible for federal grant making in the fields of planning, urban design, architecture, landscape architecture, interior design, product design, graphic design, and historic preservation. He directed two NEA leadership initiatives, the Mayors Institute on City Design and Your Town, both of which teach design skills to community leaders nationwide. He also founded a new leadership initiative, the Governors' Institute on Community Design to teach state executives about smart growth. In his role overseeing the Mayors' Institute, Mr. Speck worked closely with more than 150 U.S. mayors on the most pressing design challenges facing their cities.

DUANY PLATER-ZYBERK & COMPANY, MIAMI, FLORIDA

Director of Town Planning, 1993 – 2003

Led or managed over fifty town planning projects, about half of which are under construction or complete. These efforts included downtown master plans for Baton Rouge and Fort Myers, and new town plans for Middleton Hills, WI; Rosemary Beach, FL; Mt. Laurel and Providence, AL; Liberty Harbor North, NJ; and Heulebrug, Belgium.

THE FIRST BOSTON CORPORATION, NEW YORK, NY
Investment Banking Analyst in Public Finance, 1985 – 1987.

Structured and coordinated bond issues raising capital for low-income housing programs.

SERVICE

- Board of Advisors, the Coalition for Smarter Growth, 2010 – 2014.
- U.S. Department of Homeland Security, Task Force on Sustainability, 2009 – 2014.
- Board of Directors, National Charrette Institute, 2007 – present.
- Board of Directors, Miami Beach Design Preservation League, 2002 – 2003.
- Board of Directors, Miami Beach Development Corporation, 2000 – 2002.

SELECTED PUBLICATIONS

- Walkable City Rules: 101 Steps to Making Better Places. Washington, DC: Island Press, 2018.
- "The Simplest Way to Avoid Bad Street Design," CityLab, April 22, 2016.
- "Why 12-Foot Lanes are Disastrous for Safety," CityLab, October 26, 2014.
- Walkable City: How Downtown Can Save America, One Step at a Time. NY: Farrar, Straus & Giroux, 2012.
- "Best Practices in Downtown Revitalization, New Urban Style," in Tigran Haas, ed., Sustainable Urbanism and Beyond. NY: Rizzoli, 2012.
- The Smart Growth Manual, co-Authored with Andres Duany. NY: McGraw Hill, November, 2009.
- "Ten Design Resolutions for Mayors," syndicated op-ed, January 2005.
- Suburban Nation: The Rise of Sprawl and the Decline of the American Dream, co-authored with Andres Duany and Elizabeth Plater-Zyberk. NY: North Point / Farrar Straus & Giroux, 2000.

SELECTED MEDIA COVERAGE

- MSNBC's The Cycle (11.15.13).
- NPR's Weekend Edition with Scott Simon (11.17.12).
- APM's Marketplace: "Big Book" (1.03.13).
- Atlantic Cities with Richard Florida: "Toward the Walkable City" (1.07.13).
- U.S. News and World Report: "How American Cities Can Thrive Again" (12.13.12).
- Los Angeles Times: "Walkable City a recipe for vibrant street life" (12.07.12).

SELECTED PLENARY LECTURES

- NEOM Placemaking Workshop, Tabuk, Saudi Arabia, May, 2018.
- International Mobility Conference, Bogota, Colombia, April 2018
- AARP Livable Communities Conference, November, 2017.
- Provincial Housing Conference, Saratov, Russia, May, 2017.
- US Conference of Mayors Winter Conference, January, 2017.
- Built Environment Meets Parliament, Sydney, Australia, August, 2016.
- Green Building Council South Africa, Johannesburg, July, 2016.
- The Menil Collection, Houston Texas, April, 2015.
- University of Helsinki, Finland, April, 2015.
- Aspen Ideas Festival, June 2014.
- Exploraciones para una Megalopolis, Mexico City, February 2014.
- Adelaide Festival of Ideas, Australia, October, 2013.
- Virginia Commonwealth University: First Annual Morton Gulak Lecture, Richmond, October, 2013.
- TED City 2.0, New York City, September, 2013.

- National Main Streets Conference, New Orleans, Louisiana, April, 2013.
- Annual Colombian Real Estate Conference, Cali, Colombia, October, 2010.
- National Building Museum, Washington DC, May, 2010.
- New York City Planning Commission, January, 2010.
- Canadian Institute of Planners, Winnipeg, Manitoba, July, 2008
- Mayors' Hemispheric Forum, Miami, Florida, September, 2006.
- National City Planning Conference, Glasgow, Scotland, October, 2005.

SELECTED AWARDS

- Certificate of Merit, International Downtown Association, for the River District, Elkhart, IN, 2018.
- Congress for the New Urbanism. Charter Award: Providence, Huntsville, AL, 2018.
- Bicentennial Medal, Williams College, Williamstown, MA, 2016.
- Congress for New Urbanism New England, Urbanism Award: Gilman Square TOD, 2015.
- American Institute of Architects, Tampa, FL. President's Award: The Water District, 2015.
- American Institute of Architects, Washington DC. Merit Award in Urban Design: Wyandanch Rising, Babylon, NY, 2015.
- Congress for the New Urbanism. Charter Award: Wyandanch Rising, Babylon, NY, 2015.
- 2014 Community of the Year, National Association of Homebuilders Best in Living Awards: Providence, Huntsville, AL.
- 2013 Green Prize in Sustainable Literature—Urban Renewal: Walkable City.
- First Place, Walkable Neighborhoods Category, National Making Cities Livable Conference: Fort Myers Downtown Streetscape, 2010.
- E.U. Rotthier Prize for the Reconstruction of the City, Best Garden City in Europe of the Past 25 Years: Heulebrug, Knokke-Heist, Belgium, 2008.
- Congress for New Urbanism. Charter Award: Johannisviertel, Berlin, Germany, 2003.
- American Planning Association, New Jersey. Best Redevelopment Plan: Liberty Harbor North, 2001.

AWARD JURIES

- Jury Chair, Congress for New Urbanism, Charter Awards, 2014.
- ArtPrize, Grand Rapids, Michigan, 2010.
- American Planning Association, Annual Awards, 2009.
- Congress for New Urbanism, Charter Awards, 2008.
- Cooper Hewitt National Design Awards, 2005.



ALYSON FLETCHER, SENIOR ASSOCIATE

Role: Deputy Project Manager

LOCATION: BOSTON, MA

**N NELSON
NYGAARD**

Alyson is an expert in bridging planning and design for walkable, bikable communities.

Alyson specializes in complete streets, bicycle and pedestrian planning, and multimodal transportation masterplans. She is a talented and attentive project manager, offering a unique combination of technical excellence with a client-centered management style. Most recently, she developed active transportation facility designs for Boston's iconic Charles River Esplanade; the Downtown Rogers Street Design Study; the Tulsa Downtown Walkability Study; the Santa Cruz Rail Trail Study; the New Rochelle Complete Streets Plan; the Newton Transportation Strategy; Forest Park Great Streets in St. Louis, MO; and the Broadway redesign in the downtown area of Chelsea, MA. She has considerable experience representing ideas through 3-D modeling and rendering. Alyson's background combines strong design and policy analysis skills with an understanding of multimodal planning, in particular for bicyclists and pedestrians.

EDUCATION:

M.C.R.P., Cornell University, NY 2014

M. Landscape Architecture, Cornell University, NY 2014

B.A., Art & Art History, Literary & Cultural Studies, College of William & Mary, VA 2007

EXPERIENCE

NELSON\NYGAARD CONSULTING ASSOCIATES, INC.

Senior Associate, 2019-Present; Associate, 2014-2019; Intern, 2013-2014

Active Transportation & Downtown Street Design

Downtown Rogers Street Design Study, City of Rogers (Rogers, AR) 2018-2019. Alyson was the project manager to assess how the street network in downtown Rogers could balance mobility for all users, including how well its parking supply supports adjacent uses and reduces speeding and how Rogers can improve walking and biking connectivity to and within the downtown area.

Tulsa Downtown Walkability Study, Tulsa Downtown Coordinating Council (Tulsa, OK) 2016-2017. Alyson served as the project manager for this walkability study in downtown Tulsa that addressed the principal factors determining driver speed and pedestrian exposure, both of which discourage walking. The project included a corridor analysis that included a review and compilation of existing conditions and the development of preliminary, planning-level recommendations for an improved street network, identifying the number and direction of all driving lanes within the study area.

Wichita Downtown Streets Plan, Wichita Area MPO (Wichita, KS) 2018-Ongoing. Alyson is serving as the deputy project manager for this Downtown Streets Conceptual Plan for Wichita. The goal for this project is to take a comprehensive approach to mobility and safety issues by developing conceptual designs for the downtown Wichita streets, with a special focus on whether one-way streets should be converted to two-way traffic.

Chelsea Downtown Streets Plan, City of Chelsea (Chelsea, MA) 2016-2018. Nelson\Nygaard provided the City of Chelsea with two downtown streetscape and circulation design concepts designed to address identified issues and incorporate local desire for additional public space on the Broadway corridor.

Boston Esplanade Pathway Improvement and Safety Plan, Esplanade Association (Boston, MA) 2018-2019. As Deputy Project Manager, Alyson worked with the Esplanade Association to develop a multimodal vision and action plan for all active transportation users within, to, and from the Esplanade. The plan establishes a set of design guidelines to guide overall pathway improvements for pedestrians, runners, bicyclists, and other users as well as identify specific infrastructure projects and priorities, and implementation strategies. The overarching strategy improves the current system, enhances safety, but also respects the Esplanade's landscape character and history.

Forest Park Great Streets, East-West Gateway Council of Governments (St. Louis, MO) 2016–2018. Alyson provided multimodal transportation management and improved street designs that will enhance safety and access to and from Forest Park and its many institutions.

Route 9 Active Transportation Conceptual Design Plan, Village of Irvington (Sleepy Hollow to Hastings-on-Hudson, NY) 2017–2018. Alyson managed a parking evaluation process to understand what parking space could be used for bike facilities. Alyson also designed trail crossing interfaces with the corridor.

Santa Cruz Rail Trail (Santa Cruz, CA) 2016–2017. Developed designs and photo-simulation visualizations for world class rail trail, incorporating best practice separated facility designs for walking and biking, intersection crossings, landscape and signage, paint and pavement treatments.

Separated Bikeway Designs, Rochester Destination Medical Community Services (Rochester, MN) 2014–2016. Alyson provided designs for this urban design, infrastructure, and transportation improvement plan to create an accessible destination community. Created renderings of options for cycle track, light rail and bus rapid transit in existing right of way.

New Rochelle Complete Streets, City of New Rochelle (New Rochelle, NY) 2013–2014. Alyson prepared sketches and cross section graphics for corridor redesigns.

Parking & Demand Management

Downtown Poughkeepsie Parking Improvement Plan, City of Poughkeepsie (Poughkeepsie, NY) 2018. Alyson served as an advisor for this comprehensive parking management plan to implement strategies for on- and off-street parking resources to support the continued revitalization and economic growth of the City's downtown.

Chelsea Parking Study, City of Chelsea (Chelsea, MA) 2017–2018. Alyson served as the project manager for this parking study in Chelsea, a rapidly developing inner suburb of Boston. Tasked with modernizing parking management in the City to accommodate new development, the study provided comprehensive management and regulatory recommendations to future-proof Chelsea's on-street parking facilities.

Chapel Hill Circulation & Parking Study, City of Chapel Hill (Chapel Hill, NC) 2017–2018. Alyson served as the deputy project manager for this study to prepare a downtown circulation study and parking review collaborating with past Mobility Studies to provide a package of strategic mobility recommendations. Alyson analyzed the parking supply and utilization and led the design for an inter-planning-decision-making visualization tool.

Concord Parking Implementation Plan, City of Concord (Concord, NH) 2017. Alyson served as the project manager for the implementation rollout of parking management strategies for Concord, including presenting at a public hearing for the outreach effort.

Princeton Parking Study, City of Princeton (Princeton, NJ) 2016–2018. Alyson provided support for this parking study that proposed innovative solutions to the unique parking pressures created by the presence of Princeton University in downtown Princeton. With a focus on downtown revitalization and economic development, the study proposed a range of smart parking technologies, zoning code revisions, and resident permit parking options to improve the parking experience for customers, University affiliates, and residents.

Braintree Parking Inventory, Town of Braintree (Braintree, MA) 2017. Alyson created a GIS repository of all on- and off-street parking facilities within the two main village squares in Braintree.

Newton Centre Parking Strategy, City of Newton (Newton, MA) 2015–2016. Alyson assisted in the creation of a parking management plan for Newton Centre with principles to be replicated in other villages within the City of Newton.

Barrington Village Center Parking Study and Complete Streets Plan, Town of Barrington (Barrington, RI) 2015–2016. This project included shared parking opportunities, added curbside parking, and improved bicyclist and pedestrian connections throughout the Village Center.

Arlington Parking Management Plan, Town of Arlington (Arlington, MA) 2013–2014. Alyson assisted in the development of a parking management plan with specific strategies to alleviate real and perceived parking problems in the core of the central business district.

Lexington Parking Management Implementation Plan, Town of Lexington (Lexington, MA) 2013–2014. Alyson provided planning assistance on this project, which included public participation, surveys, reviewing existing conditions, developing implementation options and outreach strategies, and studying their impacts.



MICHAEL CARRAHER, GIS ANALYST

Role: Geographical Information Systems Analyst

LOCATION: NEW YORK, NY

N NELSON
NYGAARD

Michael makes maps to help communities better understand people and movement.

Michael has a background in GIS with the ability to create, design, and maintain geographic databases and information across disciplines. He is experienced in field surveying, data acquisition with Trimble devices, and the interplay between mobile and desktop user interface concerning GIS. Michael creates visually compelling cartographic maps and graphics to convey complex ideas in a clear and concise manner. Michael's recent experience includes developing all the maps for the Downtown Rogers Street Design Study.

EDUCATION:

B.A., Geography, Vassar College,
Poughkeepsie, NY, 2014

EXPERIENCE

NELSON\NYGAARD CONSULTING ASSOCIATES, INC.

GIS Analyst, 2014-Present

Downtown Rogers Street Design Study, City of Rogers (Rogers, AR) 2018-2019. Michael served as the GIS analyst, assessing how the street network in downtown Rogers could balance mobility for all users, including how well its parking supply supports adjacent uses and reduces speeding and how Rogers can improve walking and biking connectivity to and within the downtown area. Michael developed all the maps for this project.

Eastport Traffic Study, City of Annapolis (Annapolis, MD) 2015-2017. Managed the collection of existing street inventories (sidewalks, curb cuts, ADA ramps, etc.) and conditions (good, poor, etc.) into GIS format for mapping and coverage analysis.

New Rochelle Complete Streets Study, City of New Rochelle (New Rochelle, NY) 2016-2017. Lead GIS Analyst in identifying roadways for the city's Complete Streets conceptual designs. Analyzing existing roadway, bicycle, and pedestrian infrastructure conditions, desire line patterns, origin-destination pairs, and the relationship between biking and walking with transit access and parking. Developing conceptual designs of proposed streets.

Route 9 Active Transportation Study, Village of Irvington (Irvington, NY) 2017-Ongoing. Lead GIS Analyst of Complete Streets corridor study. Performing network analyses to study multimodal travel flows along the corridor and identify key areas of concern and for improvement. Led community outreach component which included developing a public input web map for

NYCDOT Curbside Management and Parking Blueprint, NYCDOT (New York, NY) 2015-2017. Overseeing the design and creation of a complete spatial geodatabase of New York City's curbside parking inventory, and the use of this data in GIS and SPSS analyses to understand and recommend a metered parking plan throughout the city.

Montclair Parking Study, Township of Montclair (Montclair, NJ) 2015-Ongoing. Mapped on-street and off-street parking trends at various times of the day/day of the week to study parking demand. Developed and mapped alternatives to existing parking conditions.

Ann Arbor Downtown Parking and TDM Study, City of Ann Arbor (Ann Arbor, MI) 2015-2017. Led the GIS analysis and mapping of existing conditions and inventory of parking, transit, biking, and walking access. Created service areas of each mode to calculate existing coverage and recommend areas for expansion.

Downtown Charlottesville Parking Consultant, City of Charlottesville (Charlottesville, VA) 2014-2015. Performed a comprehensive study of on-street parking supply and demand throughout the downtown area. Used raster analysis to identify 'hot spots' of high demand, turnover, and duration, among other variables.

MNDOT Southeast Minnesota Travel Study, MNDOT (Rochester, MN) 2015-2017. Managed GIS analysis and mapping components of the regional transit plan. Conducted analysis examining demographic trends, existing transit service performance, and potential travel patterns and ridership.

Palo Alto Shuttle Evaluation, City of Palo Alto (Palo Alto, CA) 2015–2017. Lead the GIS analysis of existing transit access in Palo Alto by creating detailed walk sheds from all transit stops in the city. Identified areas of high need, mapped service alternatives, and calculated the potential benefits of service in terms of population and job access.

SFCTA Late-Night Transit Demand Analysis, San Francisco Transit Authority (San Francisco, CA) 2016–2018. Developed and implemented a methodology in GIS to score areas for late night travel demand in the Bay Area down to the census tract level of geography. Performed ridership analysis of major carriers in the area, and used this data in conjunction with the late night travel demand scores to recommend specific service expansions.

SCTA Transit Mode Shift Action Plan, Sonoma County Transit Authority (Santa Rosa, CA) 2015–2016. Conducted a complete demographic and existing transportation conditions analysis of Sonoma County, CA. Performed raster analysis to map and identify areas of optimal carshare and bikeshare expansion.

Boston Mobility Action Plan, City of Boston (Boston, MA) 2014–2016. Developed an innovative GIS modelling workflow to score publically suggested projects based on criteria to improve accessibility through all modes within the city of Boston. Results are feeding into the mayor's comprehensive transit plan for 2030.

PREVIOUS EXPERIENCE

RISK MANAGEMENT SOLUTIONS, HOBOKEN, NJ

Model Development Intern, June 2014–August 2014

- Member of Hurricane Sandy Field Study Project that aimed to assess building flood vulnerability in metro NYC area for insurance companies
- Photographed and collected detailed inventory of physical building data and land usage of at-risk areas

NYS DEPARTMENT OF TRANSPORTATION, POUGHKEEPSIE, NY

GIS Intern, October 2013–May 2014

- Within the Planning Department and utilizing ArcGIS10x technology, updated and maintained region-wide asset inventory data to accuracy
- Authored instruction manual for statewide field data collection with Trimble GeoXT devices; created bike routes geodatabase for planning and public use; produced maps for internal and commercial use
- Presented a statewide webinar of As Built borehole workflow, field data acquisition, and documentation

UNDERGRADUATE RESEARCH SUMMER INSTITUTE (URSI), POUGHKEEPSIE, NY

Research Fellow, May 2013–August 2013

- Created and maintained geodatabase for ArcGIS driven research on Susquehannock tribe history
- Experienced with MobileMapper and GPS field data collection at archaeological site locations
- Ran SQL analyses/queries of data and produced maps of tribe movements for future analysis/publication

HUDSON RIVER SLOOP CLEARWATER, POUGHKEEPSIE, NY

Fallkill Assessment Team Member, September 2012–December 2012

- Performed Neighborhood Source Assessment surveys throughout Fallkill Watershed for watershed pollution potential and restoration opportunities at the neighborhood level
- Compiled data into individual site reports and was secondary author of finalized published report for local community use: http://www.clearwater.org/pdf/FallKillINSARreport2013_Optimized.pdf



MATTHIAS NEILL, ASSOCIATE/JUNIOR DESIGNER

N NELSON
NYGAARD

Role: Graphic Designer

LOCATION: NEW YORK, NY

Matthias plans and visualizes better transportation for people and the planet.

EDUCATION:

M.S. Urban Planning, Columbia University, 2017

BSc. Urban Planning, Design & Management, University College London, 2015

Matthias thinks holistically about making transportation safer and more sustainable, and works as both a planner and designer to analyze, design, and communicate transportation improvements. He believes strongly in planning for safe, enjoyable, people-friendly environments. Matthias is a member of the firm's Visual Communications team, and is able to present important ideas through compelling visuals. His work is informed by experience in multiple built environment disciplines. At Nelson\Nygaard, he works on transit and pedestrian/bicycle infrastructure projects. Previously, at rail planning agencies in his native Switzerland, he optimized schedules for European rail operators. At architecture and real estate firms in New York City, he worked at the intersection of tech and urban planning to visualize complex zoning policies.

EXPERIENCE

NELSON\NYGAARD CONSULTING ASSOCIATES, INC.

Associate/Junior Designer, 2017-Present

Graphic Design

- **Mapping.** Matthias produces maps of demographics, infrastructure elements, and travel patterns for a variety of complete streets and transit projects, including the Route 119 Complete Streets Plan.
- **Presentation Design.** Matthias designs presentations for public outreach meetings, and has done so for the Rt. 119 Complete Streets Plan.
- **Public Outreach Material.** Matthias produces flyers and posters for public outreach meetings and general distribution, and has done so for projects in New York, California, Washington, and Louisiana.
- **Report Production.** Matthias synthesizes and styles the work of multiple planners to produce coherent, visually appealing reports.

Streets and Cities

Route 119 Complete Streets Design Plan, Village Consortium/Town of Greenburgh (Greenburgh, NY) 2017-2018. Matthias is carrying out design and analysis work to help transform Route 119 into a complete street. He has conducted parking and travel analyses of the corridor, has designed public presentation materials, and has completed detailed CAD designs for the implementation of safety measures such as bicycle lanes, cross walks, and other road alterations.

Downtown Hudson, NY Street Network Revitalization Plan, Town of Hudson (Columbia County, NY) 2018. As part of a team working to enhance the public realm of downtown Hudson, Matthias analyzed transportation patterns in the town's core area, and designed bicycle and pedestrian infrastructure improvements to provide a more complete transportation network for non-drivers.

Santa Clara County 'Traffic Safe Communities Network' Action Plan, Santa Clara County Department of Health, (Santa Clara County, CA) 2018. To support county efforts to mitigate the public health and safety impacts of transportation systems, Matthias researched and presented national best practices in traffic safety metrics, street design guidelines, autonomous vehicle safety legislation, and congestion management strategies.

Transit

MBTA Systemwide Service Redesign, MBTA (Boston, MA). Matthias was part of a team that analyzed existing service patterns of the entire MBTA bus system. He profiled several existing bus routes to identify opportunities for service improvement, and provided mapping and research skills that led to a suite of recommendations to modify and improve bus services throughout Boston.

B-Line or Better Project, Translink (Vancouver, BC). Nelson\Nygaard helped Translink identify and plan targeted service improvement measures for the expansion of B-Line rapid bus service in the city. As part of this effort, Matthias provided CAD drawings of proposed bus lane and queue jump infrastructure on two corridors in Vancouver.

Yavapai Transit Implementation Plan, CYMPI (Prescott, AZ). Matthias is supporting the development of an implementation plan for a unified transit system in the Prescott region, which currently has disparate transit service provision. Towards this effort, Matthias has led project branding, mapping, and graphic design efforts, and has also synthesized previous transit plans.

TCRP J-11 Task 23 Strategic Communications for Transit Priority Projects (TRB). Nelson\Nygaard is nearing the completion of a research project for TRB examining the role of strategic communications in the delivery of transit priority projects. Matthias has interviewed staff from multiple transit agencies about their outreach and communications tactics relating to such projects, and has written and designed a report outlining the findings of this research effort.

PREVIOUS EXPERIENCE

ENVELOPE CITY INC., NEW YORK CITY, NY
Intern, Design & Zoning Analysis 2016-2017

SMA & PARTNERS, ZÜRICH, SWITZERLAND
Intern, Rail Planning - 2015

ARUP, LONDON, UK
Intern, Urban Planning Team - 2015

PHILADELPHIA REDEVELOPMENT AUTHORITY, PHILADELPHIA, PA
Intern, GIS and AutoCAD - 2014

SWISS FEDERAL RAILWAYS, BERN, SWITZERLAND
Intern, Rail Planning - 2013

SYNGENTA, BASEL, SWITZERLAND
Intern, Logistics Team - 2012





STEPHANIE MILEWSKI, RLA

Role: Project Planner



Stephanie Milewski joined the Landscape Architecture group of Barry Isett & Associates, Inc. in 2015, following a nearly eight-year career as the trail manager and environmental program officer for the Lackawanna Heritage Valley National and State Heritage Area. Her responsibilities there included the long-range strategic planning and implementation of the Lackawanna Heritage Trail, consistent with the Management Action Plan of the Heritage Area, a \$54 million project. During this period, she helped secure over \$7 million in grant funding. Earlier in her professional life, she provided outdoor recreation planning and project management to several design firms. At Isett, she is involved with the preparation of master plans, trail designs, planting designs and schedules, work schedules, cost estimates and construction documentation and specifications. She also assists clients achieve MS4 compliance by conducting field assessments, updating storm system mapping, identifying BMPs and preparing annual reports to the DEP.

EDUCATION:

Bachelor of Landscape Architecture,
1998, The Pennsylvania State
University

PROFESSIONAL REGISTRATIONS:

Registered Landscape Architect
Pennsylvania, 2006, LA002668

Certified Stormwater Inspector
2018, #9018

EXPERIENCE

BARRY ISETT & ASSOCIATES, INC.

Landscape Architect, 2015-Present

City Center Park, Hazleton, PA – Milewski is a member of a team involved in the design of a pocket park adjacent to the Hazleton Arts Center. The site is proposed to be a focal point for organized events as well as an outdoor space for Arts Center activities. Improvements include a paved plaza, performance space, seating and lighting.

Playground Improvements, Montrose Area School District, Montrose, PA – In our service as Engineer of Record for Montrose Area School District, Ms. Milewski was a member of the project team in the design of upgrades to the Choconut and Lathrop Street Elementary School playground. The existing playground surface and equipment at each location was removed. The project involved site layout for new equipment; research into safety surfaces; the preparation of cost estimates; and final design.

Ramos Elementary School Playground Improvements, Allentown School District, Allentown, PA – Ms. Milewski was a member of a project team that prepared site plans for a playground at this urban school. Three concept plans were prepared that provided options for future expansion. The selected plan created the foundation for a fundraising campaign, and volunteers installed the selected equipment when the funds were in place.

Scranton Levee Trail Master Plan, Lackawanna County, PA – Ms. Milewski was the project manager responsible for the planning of open space along four miles of Levee Trail in Scranton. The study looked at new access points onto Levee Trail as well as access to the river. Green spaces were inventoried for potential future development. The study resulted in the design and development of the first natural play area in the region.

Center Street Park Master Site Plan, Kingston Township, Luzerne County, PA – Ms. Milewski was the project manager in the preparation of a master site plan demonstrating how the 13-acre Center Street Park that the township currently owned would incorporate an adjacent five-acre parcel that the township was considering acquiring. Isett conducted sessions to gain public input and to acquire master plan goals and objectives; assembled background data to inform decision making; analyzed site usage, facilities and activities; developed concept sketches and evaluated alternatives; and based upon public input, prepared a final master site plan. Isett prepared a cost estimate for the site improvements and a phasing plan. The master plan report summarized all data, findings and recommendations. Deliverables included site plans that reflected the final, proposed, long-term, full development of each park.

Park Master Plans, Dallas Township, Luzerne County, PA – Ms. Milewski was the project manager in the design of master site plans for Kunkle Park (over 50 acres) and Dallas Township Park (about six acres), which were funded in part by grants from the Community Conservation Partnership Program, administered by the Pennsylvania Department of Conservation of Natural Resources. The project involved public participation to solicit community ideas; the collection of background data and current information; an analysis and description of each park and their facilities; the preparation of designs, design alternatives and cost estimates; the preparation of operational and maintenance cost estimates for each park when developed according to plans; the preparation of reports and site plans; and a security analysis. A forest stewardship plan was prepared for Kunkle Park.





ROBERTO GONZALEZ, SENIOR PROJECT DESIGNER



Role: Traffic Engineer

Roberto Gonzalez joined the Traffic Engineering group of Barry Isett & Associates, Inc. in 2010. He is experienced in preparing traffic impact studies, concept development, traffic signal design, closed-loop system design and traffic signal permitting. He also performs corridor studies, master plan studies and air quality analyses. Prior to joining Isett, he provided technical and traffic assistance to the engineering staff at Pennoni Associates and Carroll Engineering Corporation and for the City of Newark, NJ, where he reviewed site plans, traffic signal designs, access and roadway occupancy permits and NJDOT projects that affected the City of Newark.

EDUCATION:

B.S., Civil Engineering, 1984, New Jersey Institute of Technology

EXPERIENCE

BARRY ISETT & ASSOCIATES, INC.

Senior Project Designer, 2010–Present

Allentown Waterfront Redevelopment, Allentown, Lehigh County, PA – The Waterfront is an exciting brownfield redevelopment project on 26 acres along the banks of the Lehigh River in Allentown, PA. The former home of Lehigh Structural Steel, the site is being reimagined as a vibrant mixed-use community, encompassing over a million square feet of office, retail and residential space. Mr. Gonzalez was instrumental in conducting a traffic impact study of four existing intersections and two future intersections, which will come into play with the completion of the American Parkway and the extension of Jordan Street. Improvements designed by Isett will include the addition of turn lanes at various intersections and the signalization, actuation and coordination of several intersections.

Liberty at Mill Creek, Upper Macungie & Lower Macungie Townships, Lehigh County, PA – Beginning with a preliminary site analysis, Isett was the site/civil and traffic engineer in the design of two large buildings (1.28 million SF and 1.19 million SF) on a site that spans two municipalities across 267 acres and is bordered by the U.S. 222 Bypass. Mr. Gonzalez was a member of a team that conducted a traffic impact study of 11 off-site intersections: three of which were signalized, and three existing signalized intersections were modified. The new traffic signal installations included the most current equipment; cameras and microwave sensors for vehicle detection; emergency vehicle pre-emption; and new ADA curb ramps with pedestrian actuation for street crossings.

Grand Street Extension, Hamburg, Berks County, PA – Mr. Gonzalez was a member of a team that worked with Hamburg Borough, PennDOT District 5-0 Permits Unit and the Berks County Planning Commission on the extension of Grand Street, along the northern border of a manufacturing facility, to connect with State Route 61. Isett provided the borough with a construction cost opinion and prepared a detailed design of the roadway extension. We also conducted a traffic impact study with a study area of nine intersections to determine the impact that the Grand Street extension would have on the regional road network. The phased 1.5-million-dollar project, now complete, included the installation of a traffic signal; the widening of the southbound Route 61 approach; and the widening of the Route 61 bridge to accommodate an acceleration lane.

Westporte Centre, Middletown Borough, PA – Mr. Gonzalez assisted in the preparation of a traffic study concerning the expansion of a retail center. Concurrent with the center construction, the municipality planned to extend a public street to a site driveway and PennDOT was constructing a nearby train station. Eight signalized and two unsignalized off-site intersections were studied, along with six on-site intersections. The study concluded that the majority of intersections had the capacity to absorb projected volumes. A signalization timing change was recommended for one intersection and new turning lanes were specified for two intersections.

Borough-wide Traffic Study, Macungie, Lehigh County, PA – The Borough of Macungie is bisected by State Route 100, which has an average daily traffic count of 19,000 vehicles. Mr. Gonzalez was a member of a team that conducted a borough-wide traffic study. As the Municipal Engineer, Isett assessed one-way street configuration and recommended signalizing the Church Street/Route 100 intersection. Mr. Gonzalez assisted with the preparation of the Traffic Signal Warrant Analysis. Isett proceeded with design and obtained PennDOT approval.

CANDO Corporate Center Traffic Signal Upgrade, Butler Township, Luzerne County, PA – Mr. Gonzalez assisted with updating a 20-year-old traffic study for a business park. In the update to the Traffic Impact Study, Isett conducted manual turning traffic counts during peak drive time periods, 24-hour automatic traffic recording counts, trip generation studies based on proposed development, performed intersection capacity analyses, queue length analyses for the driveway intersection, and conducted a five-year analysis of crashes. In follow up to review letters from both PennDOT and the township, Isett was authorized to conduct a field survey and undertake the preparation of a traffic signal permit plan, construction plan, and report for the intersection of S.R. 309/CAN DO Corporate Center Driveway.



DONALD TOTINO, PE, SENIOR PROJECT MANAGER



Role: Civil Engineer

Donald Totino, PE, joined the Municipal Engineering Services Department of Barry Isett & Associates, Inc. in 2018, bringing 15 years of experience in transportation, construction and municipal engineering. He is skilled in all aspects of highway and transportation engineering, including roadway geometry design, cross sections design, ADA curb ramp design, traffic signal design, traffic studies, signage and striping, detours, utilities design, drainage system design, reports, estimates and quantity calculations. Mr. Totino has managed PennDOT-funded projects through the ECMS system in Districts 4-0 and 5-0. He has provided design and construction phase services on roadway reconstruction projects, drainage improvements and bridge replacements throughout northeast Pennsylvania.

EDUCATION:

B.S., Civil Engineering, 2003, The Pennsylvania State University

PROFESSIONAL REGISTRATIONS:
Professional Engineer Pennsylvania,
PE082967

OSHA 10-Hour Safety Training
Certification #001209579

In the decade prior to joining Isett, Don was a project manager with the Pittston office of Reilly Associates, where he provided municipal engineering services to the City of Pittston, Hanover Township, Dennison Township, White Haven Borough, West Pittston Borough, Factoryville Borough and Penn Lake Park Borough. He worked closely with municipal officials in the design, project management and construction of infrastructure. He is experienced in preparing applications for PA DEP general permits, coordinating with conservation districts and assisting municipalities with the preparation of grant applications.

EXPERIENCE

BARRY ISETT & ASSOCIATES, INC.

Senior Project Manager, 2018-Present

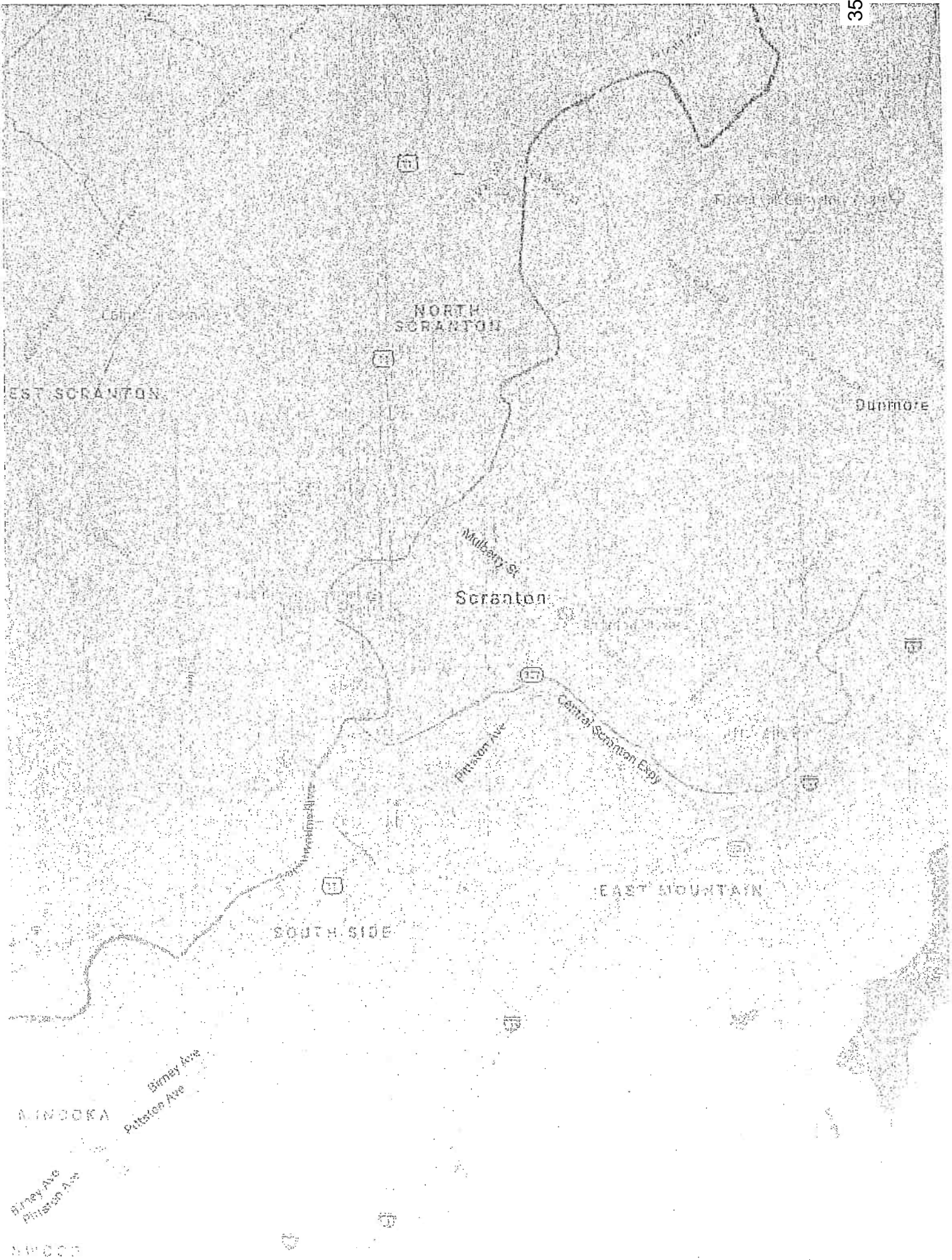
City of Scranton, Lackawanna County, PA - OECD Street Improvements Project - Mr. Totino was the project manager, designer and provided construction phase services for multiyear street improvements projects over the course of 5 years. The projects included the improvements to various streets and courts located within the City of Scranton authorized by the City of Scranton Office of Economic and Community Development. The total construction cost utilizing CDBG funding over the 5-year period was approximately 7.0 million-dollars.

West Pittston Borough, Luzerne County, PA - CDBG Street Improvements Project - Mr. Totino has been the project manager, designer, construction manager, and project coordinator on a variety of CDBG projects over the last 10 years. The project scopes included but not limited to street improvements, ADA curb ramp improvements, drainage improvements. The total construction cost utilizing CDBG funding over the 10-year period was approximately 650 thousand-dollars.

West Pittston Borough, Luzerne County, PA - CDBG-DR Improvements - Mr. Totino has been the project manager, designer, and construction manager, on five separate projects utilizing CDBG-DR funding provided from Luzerne County Office of Community Development for flood ravaged West Pittston Borough due to the Susquehanna River exceeding it banks. The six projects were completed over the last 3.5 years. The total construction cost utilizing CDBG funding over the 3.5-year period was approximately 3.0 million-dollars.

White Haven Borough, Luzerne County, PA - CDBG Street Improvements - Mr. Totino has been the municipal engineer, project manager, designer, and construction manager, on three separate projects utilizing CDBG funding provided from Luzerne County Office of Community Development. The three projects were completed over the last 7 years. The total construction cost utilizing CDBG funding over the 7-year period was approximately 450 thousand-dollars.

City of Pittston, Luzerne County, PA - Streetscape Project - Mr. Totino has been the project manager, designer, construction manager, and project coordinator on CDBG funded streetscape improvements in the City of Pittston the last 2 years. The total construction cost utilizing CDBG funding over the 10-year period was approximately 350 thousand-dollars.



B

Appendix: Forms

**ATTACHMENTS
DATA SUBMISSION DOCUMENTS**

Attachment A. Affirmative Action Certification

During the term of this contract, Bidder agrees as follows:

- (1) Bidder shall not discriminate against any employee, applicant for employment, independent contractor or any other person because of race, color, religious creed, ancestry, national origin, age, sex or handicap. Bidder shall take affirmative action to insure that applicants are employed, and that employees or agents are treated during employment, without regard to their race, color, religious creed, ancestry, national origin, age, sex or handicap. Such affirmative action shall include, but is not limited to the following: employment, upgrading, demotion or transfer; recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training. Bidder shall post in conspicuous places, available to employees, agents, applicants for employment, and other persons, a notice to be provided by the contracting agency setting forth the provision of this affirmative action certification.
- (2) Bidder shall, in advertisements or requests for employment placed by it or on its behalf, state all qualified applicants will received consideration for employment without regard to race, color, religious creed, ancestry, national origin, age, sex or handicap.
- (3) Bidder shall send each labor union or workers' representative with which it has a collective bargaining agreement to other contract or understanding, a notice advising said labor union or worker's representative of its commitment to this affirmative action certification. Similar notice shall be sent to every other source of recruitment regularly utilized by bidder.
- (4) It shall be no defense to a finding of noncompliance with this affirmative action certification that bidder has delegated some of its employment practices to any union, training program, or other source of recruitment which prevents it from meeting its obligations. However, if the evidence indicates that the bidder was not on notice of the third-party discrimination or made a good faith effort to correct it; such a factor shall be considered in mitigation in determining appropriate sanctions.
- (5) Where the practices of a union or of any training program or other source of recruitment will result in the exclusion of minority group persons, so bidder will be unable to meet its obligations under this affirmative action certification, bidder shall then employ and fill vacancies through other affirmative action employment procedures.
- (6) Bidder shall comply with all state and federal laws prohibiting discrimination in hiring or employment opportunities. In the event of bidder's noncompliance with

affirmative action certification of this contract or with any such laws, this contract may be terminated or suspended, in whole or in part, and bidder may be declared temporarily ineligible for further City of Scranton contracts, and other sanctions may be imposed and remedies invoked.

- (7) Bidder shall furnish all necessary employment documents and records to, and permit access to its books, records, and accounts by, the City of Scranton Department of Business Administration, for purposes of investigation to ascertain Compliance with the provision of this certification. If bidder does not possess
- (8) documents or records reflecting the necessary information requested, it shall furnish such information on reporting forms supplied by the City of Scranton Department of Business Administration.
- (9) Bidder shall actively recruit minority subcontractors or subcontractors with substantial minority representation among their employees.
- (10) Bidder shall include the provisions of this affirmative action certification in every subcontract, so that such provisions will be binding upon each subcontractor.
- (11) Bidder's obligations under this clause are limited to the bidder's facilities within Pennsylvania, or where the contract is for purchase of goods manufactured outside of Pennsylvania, the facilities at which such goods are actually produced.

9.6.19

DATE:

NAME OF PROPOSER: SPECK + ASSOCIATES

BY: 

TITLE: JEFF SPECK, PRESIDENT

Attachment B. Certificate of Non-Segregated Facilities

The bidder certifies that he does not maintain or provide for his employees and segregated facilities at any of his establishments, and that he does not permit his employees to perform their services at any location under his control where segregated facilities are maintained. The Bidder certifies further that he will not maintain or provide for his employees any segregated facilities at any of his establishments, and that he does not permit his employees to perform their services at any location under his control where segregated facilities are maintained. The Bidder agrees that a breach of this certification will be a violation of the Equal opportunity clause in any contract resulting from acceptance of his bid. As used in this certification, the term "segregated Facilities," means any waiting rooms, work areas, restrooms and washrooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing directive or are in fact segregated on the basis of race, color, religion, or national origin, because of habit, local custom, or otherwise. The Bidder agrees that (except where he has obtained identical certifications from proposal sub-contractors for specific time periods) he will obtain identical certifications from proposed sub-contractors prior to the award of sub-contracts exceeding \$10,000 which are not exempt from the provisions of the Equal Opportunity clause, and that he will retain such certification in his files.

NOTE: The penalty for making false statements in offers is prescribed in 18 U.S.C. §1001

DATE:

9.6.19

NAME OF PROPOSER:

SPECK & ASSOCIATES

BY:



TITLE:

PRESIDENT

**Attachment C.
Non-Collusion Affidavit of Prime Bidder**

STATE OF Massachusetts
COUNTY OF Suffolk
Nicole Peterson, Notary Public

, being first duly sworn, deposes and says that:


1. He is OWNER (+ PRESIDENT)

(Owner, partner, officer, representative or agent)

of STEEK & ASSOCIATES LLC, the Bidder that has submitted the bid;


2. He is fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such Bid;
3. Such Bid is genuine and is not a collusive or sham Bid;
4. Neither the said Bidder nor any of its officers, partners, owners, agents, Representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other Bidder, firm or person to submit a collusive or sham Bid in connection with the Contract for which the attached Bid has been submitted or to refrain from bidding in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, or to Bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the City of Scranton (Local Public Agency) or any person interested in the proposed Contract; and;
5. The price or prices quoted in the attached Bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the bidder or any of its agents, representatives, owners, employees or parties in interest, including this affiant.

Non-Collusion Affidavit
Signature Page

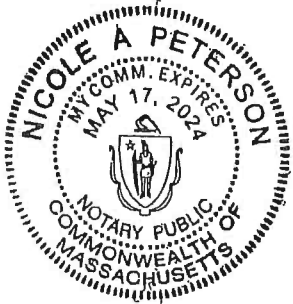
Signed  JEFF SPECK
PRESIDENT, SPECK ASSOCIATES
(TITLE)

SUBSCRIBED AND SWORN TO BEFORE ME

THIS 6th DAY OF September
, 20 19


office coordinator
(TITLE)

MY COMMISSION EXPIRES May
17, 20 24



Attachment D. Disclosures by Firm or Contractor

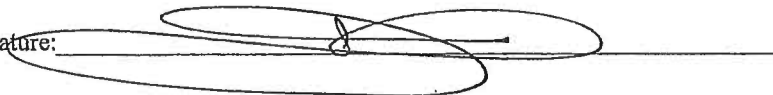
1. Included in the proposal shall be a provision for the names and titles of all individuals providing professional services to the City of Scranton. After each name, please provide the responsibilities of that person with regard to the professional services provided to the City of Scranton.
 - List the names of any of the above individuals who are current or former officials or employees of the City of Scranton, their position, and dates of employment or public service.
2. Within the past five years, has the firm or contractor made a political contribution to any municipal official or candidate for municipal office in the City of Scranton or to the political party or political committee for whom the solicitation was made.
3. Does the firm or contractor have a direct financial, commercial, or business relationships with any municipal official or employee of the City of Scranton. With regard to every municipal official for which the answer is yes, identify that individual and provide a summary description of that relationship.
4. Within the past five years, has the firm or contractor conferred any gift of more than nominal value to any municipal official or employee of the City of Scranton within their capacity as a municipal official or employee of the City? A gift includes money, services, loans, travel, and entertainment, at value or discounted value.
5. Regarding the provision of professional services to the City of Scranton, are you aware of any conflicts of interest, whether apparent, potential, or actual, with respect to any officer, director, or employee of the firm or contractor and officials or employees of the City of Scranton. If yes, please provide a summary written explanation of the circumstances which you believe provide a basis to conclude that an apparent, potential, or actual conflict of interest may exist.
6. Omission of any responses required in questions one through five may result in the disqualification of the proposal.

VERIFICATION

I, JEFF SPECK, OF SPECK & ASSOCIATES,

_____ hereby state that I am (title) PRESIDENT for,
and am authorized to make this verification.

Signature: _____



**ATTACHMENTS
DATA SUBMISSION DOCUMENTS**

Attachment A.

Affirmative Action Certification

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- (1) Bidder shall not discriminate against any employee, applicant for employment, independent contractor or any other person because of race, color, religious creed, ancestry, national origin, age, sex or handicap. Bidder shall take affirmative action to insure that applicants are employed, and that employees or agents are treated during employment, without regard to their race, color, religious creed, ancestry, national origin, age, sex or handicap. Such affirmative action shall include, but is not limited to the following: employment, upgrading, demotion or transfer; recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training. Bidder shall post in conspicuous places, available to employees, agents, applicants for employment, and other persons, a notice to be provided by the contracting agency setting forth the provision of this affirmative action certification.
- (2) Bidder shall, in advertisements or requests for employment placed by it or on its behalf, state all qualified applicants will received consideration for employment without regard to race, color, religious creed, ancestry, national origin, age, sex or handicap.
- (3) Bidder shall send each labor union or workers' representative with which it has a collective bargaining agreement to other contract or understanding, a notice advising said labor union or worker's representative of its commitment to this affirmative action certification. Similar notice shall be sent to every other source of recruitment regularly utilized by bidder.
- (4) It shall be no defense to a finding of noncompliance with this affirmative action certification that bidder has delegated some of its employment practices to any union, training program, or other source of recruitment which prevents it from meeting its obligations. However, if the evidence indicates that the bidder was not on notice of the third-party discrimination or made a good faith effort to correct it; such a factor shall be considered in mitigation in determining appropriate sanctions.
- (5) Where the practices of a union or of any training program or other source of recruitment will result in the exclusion of minority group persons, so bidder will be unable to meet its obligations under this affirmative action certification, bidder shall then employ and fill vacancies through other affirmative action employment procedures.
- (6) Bidder shall comply with all state and federal laws prohibiting discrimination in hiring or employment opportunities. In the event of bidder's noncompliance with

affirmative action certification of this contract or with any such laws, this contract may be terminated or suspended, in whole or in part, and bidder may be declared temporarily ineligible for further City of Scranton contracts, and other sanctions may be imposed and remedies invoked.

- (7) Bidder shall furnish all necessary employment documents and records to, and permit access to its books, records, and accounts by, the City of Scranton Department of Business Administration, for purposes of investigation to ascertain Compliance with the provision of this certification. If bidder does not possess
- (8) Documents or records reflecting the necessary information requested, it shall furnish such information on reporting forms supplied by the City of Scranton Department of Business Administration.
- (9) Bidder shall actively recruit minority subcontractors or subcontractors with substantial minority representation among their employees.
- (10) Bidder shall include the provisions of this affirmative action certification in every subcontract, so that such provisions will be binding upon each subcontractor.
- (11) Bidder's obligations under this clause are limited to the bidder's facilities within Pennsylvania, or where the contract is for purchase of goods manufactured outside of Pennsylvania, the facilities at which such goods are actually produced.

DATE: 9/11/2019

NAME OF PROPOSER: Nelson\Nygaard Consulting Associates, Inc.

BY: Leah Treat

TITLE: Managing Director

Attachment B.
Certificate of Non-Segregated Facilities

The bidder certifies that he does not maintain or provide for his employees and segregated facilities at any of his establishments, and that he does not permit his employees to perform their services at any location under his control where segregated facilities are maintained. The Bidder certifies further that he will not maintain or provide for his employees any segregated facilities at any of his establishments, and that he does not permit his employees to perform their services at any location under his control where segregated facilities are maintained. The Bidder agrees that a breach of this certification will be a violation of the Equal opportunity clause in any contract resulting from acceptance of his bid. As used in this certification, the term "segregated Facilities," means any waiting rooms, work areas, restrooms and washrooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing directive or are in fact segregated on the basis of race, color, religion, or national origin, because of habit, local custom, or otherwise. The Bidder agrees that (except where he has obtained identical certifications from proposal subcontractors for specific time periods) he will obtain identical certifications from proposed sub-contractors prior to the award of sub-contracts exceeding \$10,000 which are not exempt from the provisions of the Equal Opportunity clause, and that he will retain such certification in his files.

NOTE: The penalty for making false statements in offers is prescribed in 18 U.S.C. §1001

DATE:

9/11/2019

NAME OF PROPOSER:

Nelson\Nygaard Consulting Associates, Inc.

BY: Leah Treat



TITLE: Managing Director

Attachment D.
Disclosures by Firm or Contractor

1. Included in the proposal shall be a provision for the names and titles of all individuals providing professional services to the City of Scranton. After each name, please provide the responsibilities of that person with regard to the professional services provided to the City of Scranton.
 - List the names of any of the above individuals who are current or former officials or employees of the City of Scranton, their position, and dates of employment or public service. N/A
2. Within the past five years, has the firm or contractor made a political contribution to any municipal official or candidate for municipal office in the City of Scranton or to the political party or political committee for whom the solicitation was made. No.
3. Does the firm or contractor have a direct financial, commercial, or business relationships with any municipal official or employee of the City of Scranton. With regard to every municipal official for which the answer is yes, identify that individual and provide a summary description of that relationship. No.
4. Within the past five years, has the firm or contractor conferred any gift of more than nominal value to any municipal official or employee of the City of Scranton within their capacity as a municipal official or employee of the City? A gift includes money, services, loans, travel, and entertainment, at value or discounted value. No.
5. Regarding the provision of professional services to the City of Scranton, are you aware of any conflicts of interest, whether apparent, potential, or actual, with respect to any officer, director, or employee of the firm or contractor and officials or employees of the City of Scranton. If yes, please provide a summary written explanation of the circumstances which you believe provide a basis to conclude that an apparent, potential, or actual conflict of interest may exist. No.
6. Omission of any responses required in questions one through five may result in the disqualification of the proposal.

VERIFICATION

I, Leah Treat, _____, _____
 _____ hereby state that I am (title) Managing Director for,

Nelson\Nygaard
 Consulting Associates, Inc. and am authorized to make this verification.

Signature: _____

ATTACHMENTS
DATA SUBMISSION DOCUMENTS
Attachment A.

Affirmative Action Certification

During the term of this contract, Bidder agrees as follows:

- (1) Bidder shall not discriminate against any employee, applicant for employment, independent contractor or any other person because of race, color, religious creed, ancestry, national origin, age, sex or handicap. Bidder shall take affirmative action to insure that applicants are employed, and that employees or agents are treated during employment, without regard to their race, color, religious creed, ancestry, national origin, age, sex or handicap. Such affirmative action shall include, but is not limited to the following: employment, upgrading, demotion or transfer; recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training. Bidder shall post in conspicuous places, available to employees, agents, applicants for employment, and other persons, a notice to be provided by the contracting agency setting forth the provision of this affirmative action certification.
- (2) Bidder shall, in advertisements or requests for employment placed by it or on its behalf, state all qualified applicants will received consideration for employment without regard to race, color, religious creed, ancestry, national origin, age, sex or handicap.
- (3) Bidder shall send each labor union or workers' representative with which it has a collective bargaining agreement to other contract or understanding, a notice advising said labor union or worker's representative of its commitment to this affirmative action certification. Similar notice shall be sent to every other source of recruitment regularly utilized by bidder.
- (4) It shall be no defense to a finding of noncompliance with this affirmative action certification that bidder has delegated some of its employment practices to any union, training program, or other source of recruitment which prevents it from meeting its obligations. However, if the evidence indicates that the bidder was not on notice of the third-party discrimination or made a good faith effort to correct it; such a factor shall be considered in mitigation in determining appropriate sanctions.
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- (6) Bidder shall comply with all state and federal laws prohibiting discrimination in hiring or employment opportunities. In the event of bidder's noncompliance with

affirmative action certification of this contract or with any such laws, this contract may be terminated or suspended, in whole or in part, and bidder may be declared temporarily ineligible for further City of Scranton contracts, and other sanctions may be imposed and remedies invoked.

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- (11) Bidder's obligations under this clause are limited to the bidder's facilities within Pennsylvania, or where the contract is for purchase of goods manufactured outside of Pennsylvania, the facilities at which such goods are actually produced.

9-11-19

DATE:

NAME OF PROPOSER: Barry Isett & Associates, Inc.

BY: Gregg Pavlick Gregg Pavlick

TITLE: Vice President, NEPA Region

Attachment B. Certificate of Non-Segregated Facilities

The bidder certifies that he does not maintain or provide for his employees and segregated facilities at any of his establishments, and that he does not permit his employees to perform their services at any location under his control where segregated facilities are maintained. The Bidder certifies further that he will not maintain or provide for his employees any segregated facilities at any of his establishments, and that he does not permit his employees to perform their services at any location under his control where segregated facilities are maintained. The Bidder agrees that a breach of this certification will be a violation of the Equal opportunity clause in any contract resulting from acceptance of his bid. As used in this certification, the term "segregated Facilities," means any waiting rooms, work areas, restrooms and washrooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing directive or are in fact segregated on the basis of race, color, religion, or national origin, because of habit, local custom, or otherwise. The Bidder agrees that (except where he has obtained identical certifications from proposal sub-contractors for specific time periods) he will obtain identical certifications from proposed sub-contractors prior to the award of sub-contracts exceeding \$10,000 which are not exempt from the provisions of the Equal Opportunity clause, and that he will retain such certification in his files.

NOTE: The penalty for making false statements in offers is prescribed in 18 U.S.C. §1001

DATE:

9-11-19

NAME OF PROPOSER:

Barry Isett & Associates, Inc.

BY:



Gregg Pavlick

TITLE: Vice President, NEPA Region

Attachment D. Disclosures by Firm or Contractor

1. Included in the proposal shall be a provision for the names and titles of all individuals providing professional services to the City of Scranton. After each name, please provide the responsibilities of that person with regard to the professional services provided to the City of Scranton.
 - List the names of any of the above individuals who are current or former officials or employees of the City of Scranton, their position, and dates of employment or public service.
2. Within the past five years, has the firm or contractor made a political contribution to any municipal official or candidate for municipal office in the City of Scranton or to the political party or political committee for whom the solicitation was made.
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4. Within the past five years, has the firm or contractor conferred any gift of more than nominal value to any municipal official or employee of the City of Scranton within their capacity as a municipal official or employee of the City? A gift includes money, services, loans, travel, and entertainment, at value or discounted value.
5. Regarding the provision of professional services to the City of Scranton, are you aware of any conflicts of interest, whether apparent, potential, or actual, with respect to any officer, director, or employee of the firm or contractor and officials or employees of the City of Scranton. If yes, please provide a summary written explanation of the circumstances which you believe provide a basis to conclude that an apparent, potential, or actual conflict of interest may exist.
6. Omission of any responses required in questions one through five may result in the disqualification of the proposal.

VERIFICATION

I, Gregg Pavlick,
Barry Isett & Associates, Inc. hereby state that I am (title) Vice President for,
 and am authorized to make this verification.

Signature: _____





DEPARTMENT OF LAW

CITY HALL • 340 NORTH WASHINGTON AVENUE • SCRANTON, PENNSYLVANIA 18503 • PHONE: 570-348-4105 • FAX: 570-348-4263

October 30, 2019

RECEIVED

OCT 31 2019

To the Honorable Council
Of the City of Scranton
Municipal Building
Scranton, PA 18503

OFFICE OF CITY
COUNCIL/CITY CLERK

Dear Honorable Council Members:

ATTACHED IS A RESOLUTION AUTHORIZING THE MAYOR AND OTHER APPROPRIATE CITY OFFICIALS TO EXECUTE AND ENTER INTO A CONTRACT WITH SPECK AND ASSOCIATES AND BARRY ISETT AND ASSOCIATES (SPECK/ISETT PARTNERSHIP) FOR THE CITY OF SCRANTON DOWNTOWN SCRANTON CONNECTIVITY PLAN.

Respectfully,

Jessica L. Eskra (s)

Jessica L. Eskra, Esquire
City Solicitor

JLE/sl